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**CHILD SUPPORT PROGRAM  
STATE IV-D AGENCY**

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**DIVISION 12 ADMINISTRATIVE STANDARDS FOR STATE IV-D AGENCY**

**12-000 GENERAL STATEMENT 12-000**

Repealed by regulation package R-10-02, effective 5/2/02.

**12-003 PLAN OF COOPERATION (STATE) 12-003**

Repealed by regulation package R-10-02, effective 5/2/02.

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**APPENDIX I**

Repealed by regulation package R-10-02, effective 5/2/02.

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COMPONENTS AND STANDARDS**

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## CHAPTER 12-100

CHILD SUPPORT ENFORCEMENT PROGRAM  
COMPONENTS AND STANDARDS

## 12-101 GENERAL

12-101

- .1 The specific program components of the Child Support Enforcement Program shall be:
- .11 Location of absent parents.
  - .12 Establishment of paternity for children born out of wedlock or for whom paternity is contested.
  - .13 Establishment and modification of court orders for the support of children, including medical support.
  - .14 Enforcement of support orders for children and their custodial parents.
  - .15 Collection and distribution of support payments.
- .2 Definitions of terms used in these regulations, which are common to the Child Support Enforcement Program, are found in MPP Sections 12-301, 12-405, 12-501, 12-601, and 12-701.
- .3 Definitions of terms specific to these regulations are:
- (a) (1) "Aid" -- means assistance payments to former recipients of Aid to Families with Dependent Children (AFDC); current and former recipients of California Work Opportunity and Responsibility to Kids (CalWORKs), which includes legal immigrant cases; Foster Care; and Medi-Cal.
  - (2) "Alleged absent parent" -- means the person identified by the custodial parent as the child's other parent for which there is sufficient supporting evidence to legally proceed with the case.
  - (3) "Application" -- means a written document provided by the local child support agency in which an individual requests support services and which is signed by the individual.
  - (4) "Arrearage" -- means the unpaid support payments for past periods owed by a parent who is obligated to pay by court order.
  - (5) "Assigned collection" -- means a collection which is used to recoup aid paid to the family.
  - (6) "Automated locate source" -- means any locate source in which data is maintained in an automated fashion, regardless of how it is accessed, and the data is updated constantly, i.e., daily, weekly, monthly, or quarterly.

**12-101 GENERAL (Continued)****12-101**

- (b) "Business Day" -- means the day that the local child support agency's office is open for business.
- (c) (1) "California Central Registry" -- means the California Central Registry within the State Department of Justice which operates as a clearinghouse for incoming interstate child support cases.
- (2) "Case action" -- means any documented activity taken or initiated by the local child support agency to further case processing.
- (3) "Case status" -- means that the case is either currently receiving assistance, formerly received assistance, or never received assistance.
- (4) "Collection month" -- means the month in which the support payment is received by the local child support agency.
- (5) "Compliance" -- means the local child support agency has attained either marginal compliance or substantial compliance as defined in these regulations.
- (6) "County welfare department" -- means the county department or departments which administer aid programs.
- (7) "Current support payment" -- means the amount of support collected which meets the court-ordered support obligation for the current month.
- (d) (1) "Date of collection" -- means the date that the support payment is initially received by a Title IV-D agency or employer depending upon the payment source for the purpose of determining entitlement to any payments to families.

(A) The date of collection for each payment source is as follows:

Payment Source	Collection Date
1. Bankruptcy Trustee	The date that the payment is received by the local child support agency initially making the collection.
2. Board of Equalization	The date the payment is identified in the title of the transfer report.

## CHILD SUPPORT ENFORCEMENT PROGRAM COMPONENTS AND STANDARDS

## 12-101 GENERAL (Continued)

12-101

identified in	3.	Bond	The date the payment is received by the local child support agency initially making the collection, if bond is deposited in a non-county fund. If money is deposited in a county fund, the date the payment is drawn for application.
	4.	Debtor Exam	The date received by the county.
	5.	Financial Management Services Offset	The date identified in the title of the transfer report.
	6.	FTB Child Support Collection Program	The date provided by the Franchise Tax Tax Board.
	7.	Intercept payments [Internal Revenue Service (IRS)/ Franchise Tax Board (FTB)/Lottery Commission]	The date the payment is the title of the transfer report.
	8.	IRS Full Collection	The date initially received by the Attorney General, which is provided to counties.
	9.	Liens	The date that the payment is received by the local child support agency initially making the collection.
	10.	Military Allotment	The date the payment is received by the local child support agency initially making the collection.

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**12-101 GENERAL** (Continued)**12-101**

- |  |  |
|--|--|
| 11. Noncustodial parent payments               | The date that the payment is received by the local child support agency initially making the collection.   |
| 12. Wage withholding                           | <p>For purposes of determining entitlement to any payments to families, the date of collection is the date that the payment is withheld from the absent parent's wages by the employer. This date is provided by the employer.</p> <p>If the employer does not provide this date, the local child support agency shall either contact the employer to obtain the date; or reconstruct the date by comparing the actual amounts collected with the pay schedule specified in the court order.</p> |
| 13. Writs/till taps                            | For purposes of determining entitlement to any payments to families, the date of collection is the date that the payment is received by the local child support agency after the period for appealing the action has expired.  |
| 14. Unemployment Insurance Disability Benefits | The date the benefit is issued payments to the absent parent which is identified on the transfer report, and labeled as the issue date.  |

**12-101 GENERAL** (Continued)**12-101**

- (B) The date of collection for each multi-jurisdictional payment source is as follows:

## Payment Source

## Collection Date

1. Intercounty payments
 

The date of collection is contingent upon the payment source in the California county initially making the collection [see Section 12-101.3d.(1)(A)].
2. Interstate payments
 

For purposes of determining entitlement to any payments to families, the date of collection is contingent upon the payment source in the state initially making the collection.

  - (i) Initiating
 

For initiating jurisdictions (the other state Title IV-D agency initially makes the collection) the date of collection for purposes of determining entitlement to any payments to families, is the date of collection provided by the other state.
  - (ii) Responding
 

For responding jurisdictions (the California county initially makes the collection) the date of collection is contingent upon the payment source in the county initially making the collection [see Section 12-101.3d.(1)(A)].

## CHILD SUPPORT ENFORCEMENT PROGRAM COMPONENTS AND STANDARDS

## 12-101 GENERAL (Continued)

12-101

- (C) The date of collection for postdated checks and unidentified payments is as follows:

## Payment Source

## Collection Date

1. Postdated checks

For purposes of determining entitlement to any payments to families, the date of collection is the date the payment is posted by the local child support agency initially making the collection.

2. Unidentified payments

For purposes of determining entitlement to any payments to families, the date of collection is contingent upon the payment source by the local child support agency initially making the collection [see Section 12-101.3d.(1)(A)].

- (2) "Date of receipt" -- means the date that the county receives the support payment.
- (3) "Department" -- means the California Department of Social Services.
- (4) "Diligent effort" -- For service of process, diligent effort means the local child support agency shall attempt all appropriate statutory mechanisms for serving process and shall repeat such attempts as soon as new information becomes available or yearly, whichever occurs first.
- (5) "Direct payment" -- means a payment which was sent directly to the custodial parent rather than to the local child support agency.
- (6) "Director" -- means the Director of the California Department of Social Services.
- (7) ADisposition -- means the date on which a support order is officially established, recorded, or the action is dismissed. For purposes of expedited process time frames, a case disposition can occur when: The judge, commissioner, or referee announces the disposition in open court; or, the judge, commissioner, or referee signs the disposition after taking the case under consideration; or, the judge signs the disposition recommended by a commissioner or referee, or signs the disposition modified by the court, according to Code of Civil Procedure Sections 259 or 640.1.
- (8) "Disregard" -- means up to the first \$50 of a current support collection made on behalf of a current assistance case receiving CalWORKs aid.



**12-101 GENERAL (Continued)****12-101**

- (e) (1) "Excess" -- means the amount of support that exceeds the Unreimbursed Assistance Pool.
- (2) AExpedited process $\equiv$  -- means a quasi-judicial child support hearing process established under a Plan of Cooperation or established by operation of law that meets specified processing times.
- (3) AExpedited process time frames $\equiv$  -- means the time frames specified in Section 12-109.3 in which actions to establish a support order or a medical support order and, if necessary, paternity must reach a disposition.
- (4) AExpedited processes $\equiv$  -- means expedited judicial or quasi-judicial processes or both which increase effectiveness and meet specified processing times.
- (f) (Reserved)
- (g) (Reserved)
- (h) (Reserved)
- (i) "Interstate case" - means any case involving California and any other jurisdiction which has adopted the Uniform Reciprocal Enforcement of Support Act provisions.
- (j) (Reserved)
- (k) (Reserved)
- (l) (1) "Local Child Support Agency" -- means the district attorney until transition to the local child support agency, or the local child support agency after full transition from the district attorney, pursuant to Family Code Section 17305.
- (2) "Location" -- means information concerning the physical whereabouts of the absent parent or his/her employer, sources of income, or assets which is sufficient to initiate the next appropriate action in a case.
- (m) (1) "Marginal compliance" -- For the purpose of passing on federal sanctions, marginal compliance means a county achieves compliance with each program performance standard in at least 75 percent but not more than 80 percent of the cases reviewed.
- (n) (1) "Noncompliance" -- For the purposes of paying incentives and passing on federal sanctions, noncompliance means a county fails to achieve compliance with each program performance standard in 75 percent of the cases reviewed, and as otherwise specified in these regulations.

Regulations	CHILD SUPPORT PROGRAM	12-101 (Cont.)
CHILD SUPPORT ENFORCEMENT PROGRAM COMPONENTS AND STANDARDS		
12-101	GENERAL (Continued)	12-101
(o)	(Reserved)	
(p)	<p data-bbox="380 243 1386 331">(1) "Pass-on Payments" -- means the amount by which the current support collection exceeds the assistance paid during the collection month in a federal foster care case.</p> <p data-bbox="380 373 1386 504">(2) "Payments to Families" -- means [from the support payment collected] the amount of support that belongs to the family or on behalf of the foster care child (i.e., disregard, pass-on, excess, and/or non-assistance payments).</p> <p data-bbox="380 541 1386 638">(3) "Plan of Cooperation" -- means the contractual agreement between the Department and each county's local child support agency for administering the Child Support Enforcement Program.</p>	
(q)	(1) "Quick Locate" -- means a direct informal request for locate services from one state parent locator service to another state's parent locator service, rather than an official request for locate services from one state parent locator service to another state's Central Registry using interstate referral Form FSA 200, Child Support Enforcement Transmittal (Rev. 1/91).	
(r)	(Reserved)	
(s)	<p data-bbox="380 976 1386 1073">(1) "Self-review counties" -- means the 36 largest counties based on child support caseload which will perform their own compliance reviews as directed by the Department.</p> <p data-bbox="380 1115 1386 1178">(2) AService of process≡ -- means the delivery or other communication of writs, summonses, etc., required by law for the particular proceeding.</p> <p data-bbox="380 1220 1386 1316">(3) "State IV-D Director" -- means the Chief of the Child Support Program Branch within the Department who manages the Child Support Enforcement Program.</p> <p data-bbox="380 1358 1386 1455">(4) "State-review counties" -- means the 22 smallest counties based on child support caseload whose compliance reviews will be conducted by the Department.</p> <p data-bbox="380 1497 1386 1593">(5) "Submit" -- For the purpose of determining the date of submission, items shall be considered submitted to the Department on the date they are postmarked.</p> <p data-bbox="380 1635 1386 1753">(6) "Substantial compliance" -- For the purposes of paying incentives and passing on federal sanctions, substantial compliance means the county achieves compliance with each program performance standard in more than 80 percent of the cases reviewed.</p> <p data-bbox="380 1795 1386 1915">(7) ASupport order≡ -- means a judgment or order of support, including medical support, whether temporary, final, or subject to modification, termination, or remission, regardless of the kind of action or proceeding in which it is entered.</p>	

**12-101 GENERAL** (Continued)**12-101**

- (t) (Reserved)
- (u) (Reserved)
- (v) (Reserved)
- (w) "Working relationship" -- For locating absent parents, working relationship means an agreement between the local child support agency and a locate source regarding how and what location information will be exchanged.
- (x) (Reserved)
- (y) (Reserved)
- (z) (Reserved)

**.4 Forms Definitions**

The following forms are incorporated by reference:

- (a) CS 356.2 (1/99), IV-D Child Support Expenditure Schedule and Certification, Page 2
- (b) CS 800 (11/98), Child/Family and Spousal Support Payments - Assistance Related Distribution/Disbursement Summary
- (c) CS 801 (11/98), Child/Family and Spousal Support - Assistance Distribution/Disbursement Detail
- (d) CS 802 (11/98), CS 800 Reconciliation and Worksheet
- (e) CS 803 (11/98), CS 800 Intercounty Collections - Assistance Related Disbursements
- (f) CS 820 (10/98), Child/Family/Spousal and Medical Support Collections and Non-Assistance Distributions and Disbursements Summary
- (g) CS 821 (10/98), Child/Family/Spousal and Medical Support Collections Detail

NOTE: Authority cited: Sections 17310 and 17312, Family Code. Reference: Section 11457, Welfare and Institutions Code; Sections 259 and 640.1, Code of Civil Procedures; Sections 155, 17310, and 17312, Family Code; 45 CFR 302.51(a); 45 CFR 303.7(a)(7)(iv); 45 CFR 303.101(a) and (b)(2)(i) and (iv); 45 CFR 302.51 and .52; 45 CFR 232.11; Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193), Sections 454B(c)(1) and (d) [42 U.S.C. 654B(c)(1) and (d)] and Sections 457(a) and (f) [42 U.S.C. 657(a) and (f)]; Office of Child Support Enforcement Action Transmittal 97-13, Section K - Question 70; and Office of Child Support Action Transmittal 97-17, Sections III and VIII, and Questions 9 and 21.

**12-102 PROGRAM REQUIREMENTS****12-102**

- .1 The district attorney shall:
  - .11 Accept all cases which are referred from the county welfare department.
  - .12 Accept all cases for which an application for services is filed.
  - .13 Provide all appropriate services to all cases, as needed.
- .2 Nothing in this section shall preclude the district attorney from the following:
  - .21 Prioritizing the caseload.
  - .22 Closing cases.
    - .221 Case closure shall be done in accordance with Chapter 12-300.
- .3 The district attorney shall meet all time standards for case processing for all cases regardless of their priority.
- .4 The district attorney shall make diligent effort to serve process at any point during case processing at which service of process becomes necessary.
- .5 The district attorney shall provide sufficient staffing and resources to meet all time standards contained in these regulations.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 11479.5 and 15200.8 et seq., Welfare and Institutions Code; and 45 CFR 302.33 and 303.10.

**12-103 TIME STANDARDS - CASE INTAKE AND RECORDS****12-103**

.1 Through .24 Repealed by regulation package R-4-01E, effective 9/10/01.

**12-104 TIME STANDARDS - LOCATION OF ABSENT PARENTS****12-104**

.1 Through .432 Repealed by regulation package R-3-01E, effective 9/4/01.

.433 Through .5 Repealed by regulation package R-5-01E, effective 9/24/01.

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**12-105     TIME STANDARDS - ESTABLISHMENT OF PATERNITY****12-105**

Repealed by Manual Letter No. CS-96-01, effective 7/18/96.

**12-106 TIME STANDARDS - ESTABLISHMENT OF SUPPORT ORDERS****12-106**

- .1 Within 90 calendar days of locating the alleged father or noncustodial parent, the district attorney shall do at least one of the following:
  - .11 Establish a support order and, if necessary, paternity; or,
  - .12 Complete service of process necessary to establish a support order and, if necessary, paternity; or,
  - .13 Document unsuccessful attempts to serve process.
- .2 If service of process is completed, then the action to establish a support order and, if necessary, paternity must be disposed of within expedited process time frames under Section 12-109.3.
- .3 If the court dismisses a petition for a support order without prejudice, the district attorney shall:
  - .31 Examine the reasons for dismissal.
  - .32 Determine the appropriate time to seek a support order in the future.
  - .33 Petition the court for an order at the appropriate time.

NOTE: Authority cited: Sections 10553, 10554, 11475, 11475.1, and 11479.5, Welfare and Institutions Code. Reference: Section 11479.5, Welfare and Institutions Code and 45 CFR 303.4, .4(d), and 303.101.

**12-107 TIME STANDARDS - ENFORCEMENT OF SUPPORT ORDERS****12-107**

- .1 The district attorney shall establish and utilize a system for monitoring compliance with support order.
  - .11 This system shall identify cases in which there is failure to comply with the support order on the date the absent parent fails to make payment(s) equal to one month's support obligation.
- .2 Upon identifying a delinquency, identifying any other support related noncompliance with the order, or locating the absent parent when that person's location was unknown, the district attorney shall:
  - .21 Initiate wage withholding immediately.
  - .22 Initiate any other appropriate enforcement techniques within 30 days if service of process is not necessary.



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**CHILD SUPPORT ENFORCEMENT PROGRAM COMPONENTS AND STANDARDS**

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**12-107 TIME STANDARDS - ENFORCEMENT OF SUPPORT ORDERS**  
(Continued)**12-107**

.23 Do one of the following within 60 calendar days if service of process is necessary to initiate any other enforcement techniques:

.231 Complete service of process necessary to enforce the support order and initiate the appropriate enforcement technique.

.232 Document unsuccessful attempts to serve process.

.3 - .53 Repealed by regulations package R-09-02-E, Effective 10/21/02.

NOTE: Authority cited: Sections 10553, 10554 and 11475, Welfare and Institutions Code. Reference: Section 11479.5, Welfare and Institutions Code; and 45 CFR 303.6, 303.72, 303.100, (b), (f)(2), and 303.102.

**12-108 TIME STANDARDS - DISBURSEMENT OF COLLECTIONS****12-108**

.1 The local child support agency shall notify the county welfare department of the amount of any collection which represents payment on a current support order on behalf of cases receiving CalWORKs or Foster Care within 10 working days of the end of the month in which support is received by the local child support agency for final distribution of the collection.

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CHILD SUPPORT ENFORCEMENT PROGRAM COMPONENTS AND STANDARDS

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**12-108 TIME STANDARDS - DISBURSEMENT OF COLLECTIONS (Continued) 12-108**

- .2 For interstate cases, the local child support agency shall disburse collections on behalf of other states to the initiating state within two business days from the date of receipt by the county.
- .3 The local child support agency shall disburse collections received from a child support enforcement agency in another state within the time standards set forth in this section.
- .4 For intercounty cases, the local child support agency shall forward collections made on behalf of another California county to the initiating county as soon as possible so that payments can be made to the family within the time standards set forth in this section.
- .5 When the local child support agency issues the \$50 disregard payments for the county welfare department, the local child support agency shall:
  - .51 Disburse the first of \$50 of current support payments collected on behalf of families receiving CalWORKs within two business days from the date that the payment was received by the county.
    - .511 If the amount collected is less than \$50, the CalWORKs family shall be paid the entire amount within two business days from the date that the payment was received by the county.
- .6 When the local child support agency distributes collections made on behalf of cases receiving CalWORKs, any excess payments due to the family shall be paid within 15 calendar days from the end of the collection month as defined in Section 12-101.3(c)(4), except as provided in Section 12-108.9.
- .7 Pass-on and excess payments in federal foster care cases, and excess payments in nonfederal foster care cases shall be forwarded to the county welfare department, (i.e., the designated agency responsible for placement and care of the child) within 15 calendar days from the end of the collection month as defined in Section 12-101.3(c)(4).
- .8 When the local child support agency disburses collections made on behalf of cases not currently receiving CalWORKs or foster care, any payments due to the former assistance and never assistance family shall be paid within two business days from the date of receipt by the county.
- .9 Any payments due to the family from Internal Revenue Service (IRS) and Franchise Tax Board (FTB) tax intercept collections shall be paid within 30 calendar days from the date of collection for meeting the time standards as defined in Section 12-101.3d.(1).

NOTE: Authority cited: Sections 17310 and 17312, Family Code. Reference: Section 17310, Family Code; 45 CFR 302.32, 302.52, 303.7(a)(4), 303.72(h)(5) and 303.102; Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193), Section 454B(c)(1) [42 U.S.C. 654B(c)(1)] and Sections 457(a) and (f) [42 U.S.C. 657(a) and (f)]; and Office of Child Support Enforcement Action Transmittal 97-13, Section K - Question 70, Office of Child Support Enforcement Action Transmittal 97-17, Section III, and Question 21, and Office of Child Support Enforcement Action Transmittal 99-01.

**12-109 EXPEDITED PROCESS****12-109**

- .1 All actions filed by the district attorney to establish a child support order and, if necessary, paternity, shall reach a disposition within the expedited process time frames prescribed under Section 12-109.3.
- .11 All actions filed by the district attorney to establish only a medical support order when it is inappropriate to also establish a support order shall reach a disposition within expedited process time frames.
- .2 Time frames for disposition of actions shall apply whether the hearing process is presided over by a judge, commissioner, or referee.
- .3 Time frames for disposition of all monthly actions to establish a child support order and, if necessary, paternity are as follows:
  - .31 Seventy-five percent of the actions must reach disposition within six months of service of process;
  - .32 Ninety percent of the actions must reach disposition within 12 months of service of process.

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**HANDBOOK BEGINS HERE**

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- .321 For example: if there are 100 cases with actions to establish a support order in the monthly expedited process caseload, then 75 of those actions (75 percent) must reach a disposition within six months; and, 15 more of those actions comprising 90 actions (90 percent) must reach a disposition within 12 months of service of process. These time frames apply whether or not an action to establish paternity is also in the complaint.
- .322 Time frames are measured in months. For example: if service of process was completed on March 31, the expedited process time clock starts on April 1; hence, the action must reach a disposition by midnight October 1st to meet the six-month time frame; or by midnight April 1st of the following year to meet the 12-month time frame.
- .33 In accordance with Code of Civil Procedure (CCP) Section 12 et seq., an expedited process time frame is extended to and includes the next day which is not a holiday when the last day of a time frame is a holiday.
- .34 Service of process is considered completed according to all applicable state laws.
  - .341 According to CCP Section 12, the actual day of service is not counted under California law.

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**HANDBOOK CONTINUES**

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**12-109 EXPEDITED PROCESS** (Continued)

12-

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**HANDBOOK CONTINUES**

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- .342 See CCP Sections 1013 et seq., when substituted service is the method by which the Summons and Complaints were served. For example, an additional 10 days from the date the Summons and Complaints are mailed after they are left at the home of the defendant must be added to determine the legal date of service. This means that if the process server leaves the documents at the home of the defendant on the first day of the month, and mails a copy on the second day of the month (and complies with all other provisions of California law) service is legally completed on the twelfth day of the month.
- .343 See CCP Section 1013, when serving a Notice of Motion by mail to an address in California. For example, if the agency mails a Notice of Motion on the first day of the month then the legal day that service was completed is really the sixth day of the month. Ten days must be added to determine the legal date of service if the address is outside of California; twenty days if the address is outside the U.S.

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**HANDBOOK ENDS HERE**

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- .4 Time frames for disposition of an action subject to expedited process requirements begin when service of process is completed, regardless of the age of the child(ren) in question, and end on the day that the judge, commissioner, or referee, renders a disposition for the action.
- .41 If the court dismisses a petition for a support order without prejudice, then the requirements under Section 12-106.3 shall apply.
- .42 If the court orders support and the order is made retroactive to an earlier date, the date on which support was ordered is the disposition date for expedited process purposes and not the date to which the order is made retroactive.
- .43 If the district attorney uses long-arm jurisdiction in a case, and a disposition occurs within 12 months of service of process upon the alleged father or noncustodial parent, the action may be considered disposed of within the 6-month time frame instead of the 12-month time frame regardless of when disposition occurred in the 12 months following service of process.
- .44 If the court determines, based on the child support guidelines or based upon specific circumstances, that the obligor has no present ability to pay support or - that establishing a support order would be inappropriate, then a finding on record of the determination counts as a disposition for expedited process time frames.

**12-109 EXPEDITED PROCESS** (Continued)

12-

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**HANDBOOK BEGINS HERE**

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- .441 For example: It may be inappropriate to establish a support order in cases wherein the noncustodial parent is a minor, incapacitated, or incarcerated; or, the case requires only the establishment of paternity.

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**HANDBOOK ENDS HERE**

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- .45 If the court establishes a support order but reserves the amount of child support, then the reserved order counts as a disposition for expedited process time frames.
- .46 If a temporary support order is established according to the guidelines for setting child support awards, or established on a finding on the record that application of the guidelines would be inappropriate, then the temporary order counts as a disposition for expedited process time frames.
- .47 If, in a responding interstate case, the court takes the case off-calendar or discharged the action to preserve the underlying Interstate Petition, then such action by the court is the equivalent of a dismissal and counts as a disposition for expedited processes.
- .48 If an action to establish a support order is amended, the date that service of the amended action is completed is both the disposition date for the initial action and the start date of the expedited process time frames for the amended action.

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**HANDBOOK BEGINS HERE**

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- .481 Amending the initial action is the same as dismissing the first pleading. The first action is substituted in all respects by the second pleading, including the defendant=s right to answer the initial action.

For example: service of process is completed for purposes of establishing a support order on behalf of two children. Subsequently, the district attorney determines that the pleading needs correcting or that a third child needs to be included in the pleading. The initial action is amended to include the third child and service of that second action is completed. By law upon completing service of the amended action, the initial action is deemed dismissed and is superceded by the amended action.

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**HANDBOOK ENDS HERE**

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- .5 Any legal instrument containing an action initiated by the district attorney to establish a support order and, if necessary, paternity that requires service of process and requires the court to make a disposition is subject to expedited process time frames, e.g., Notice of Motion, Order to Show Cause, or Summons and Complaint, etc.

**12-109 EXPEDITED PROCESS** (Continued)

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- .51 Specific types of establishment actions subject to expedited process time frames upon service of process include, but are not limited to:
  - .511 Welfare and Institutions Code Sections 11350(a)(1) and (a)(2) actions;
  - .512 Welfare and Institutions Code Section 11350.1 actions;
  - .513 Family Code Section 4002 non-welfare actions;
  - .514 Responding Interstate Petitions, but not Initiated Interstate Petitions;
  - .515 CCP Section 464, Supplemental Pleadings.

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- .52 The following actions are not subject to expedited process time frames:
  - .521 An action to review and modify a child support order, including an action to insert a medical support provision in an existing order, is subject to review and modification time frames within Division 12.
  - .522 An action to enforce a child support order is subject to enforcement requirements under Section 12-107.
- .53 All cases with actions subject to expedited process time frames shall, at a minimum, be identified by the following information:
  - .531 Title IV-D case name/number;
  - .532 Date that service of process was completed;
  - .533 Date of disposition.
- .6 Repealed by Manual Letter No. CS 98-02, effective 7-1-98.
- .7 Repealed by Manual Letter No. CS 98-02, effective 7-1-98.

NOTE: Authority cited: Sections 10554, 11475, 11475.1, and 11479.5, Welfare and Institutions Code. Reference: Sections 11475, 11475.1, and 11479.5, Welfare and Institutions Code; Sections 4251 and 4252, Family Code; Sections 12, 259, 639.5, 640.1, and 1013, Code of Civil Procedures; 45 CFR 302.10, 302.12, and 302.34; and 45 CFR 303.3(a)(ii) and .101.

**12-110 CHILD SUPPORT COOPERATION****12-110**

Repealed by regulation package R-4-01E, effective 9/10/01.

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**CHILD SUPPORT PROGRAM  
PROGRAM PERFORMANCE REVIEWS**

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<b>12-200</b>	<b>PROGRAM PERFORMANCE REVIEWS</b>	<b>12-200</b>
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These regulations establish the procedures and standards by which district attorneys shall be measured for the purposes of paying incentives and passing on federal audit sanctions only. They do not limit the district attorneys' responsibility to provide program services in accordance with federal and state laws and regulations.

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NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Section 15200.8, Welfare and Institutions Code.

<b>12-202</b>	<b>PROGRAM PERFORMANCE REVIEW PROCEDURES</b>	<b>12-202</b>
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.1 The district attorney shall be subject to annual reviews on a state fiscal-year basis to determine compliance with the program performance standards specified in this chapter.

.11 The district attorney shall be notified in writing as to whether the district attorney's county is a state-review or self-review county.

.111 The designation shall be for a two-year period.

.2 The district attorney shall provide a case listing when requested in writing to do so by the Department.

.21 The case listing shall consist of all cases which are:

.211 In open status on January 1, or which are opened and remain open between January 1 and December 31, of the year in which the review period begins; and

.212 In closed status and remain closed between July 1 and December 31, of the year in which the review period begins.

.22 The case listing shall be submitted in the manner specified by the Department and shall include relevant case information, such as the IV-D case number; the absent parent's name; the custodial parent's, or the payee's name; the case status; and social security numbers.

<b>12-202</b>	<b>PROGRAM PERFORMANCE REVIEW PROCEDURES (Continued)</b>	<b>12-202</b>
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- .23 The district attorney shall have at least 45 calendar days from the postmark date of the Department's request to prepare and submit the case listing, unless a later date is mutually agreed upon in writing by the district attorney and the Department.
- .24 Failure to submit an accurate and timely case listing as requested in writing by the Department shall result in a finding of noncompliance.
- .3 The district attorney shall be notified in writing of the statistically valid random sample of cases to be reviewed, based on the case listing submitted.
  - .31 The case sample shall:
    - .311 Be determined using generally accepted statistical principles.
    - .312 Meet a 95 percent confidence interval at the .05 level of significance.
    - .313 Consist of at least the minimum number of cases necessary to ensure that the sample is representative of the county's total case listing.
  - .32 Failure to locate more than 10 percent of the case records specified in the case sample shall result in a finding of noncompliance.
  - .33 Unless otherwise directed by the Department, the review shall be conducted on only those cases specified in the case sample.
    - .331 Substitution of a case not specified in the case sample shall result in a finding of noncompliance.
- .4 For self-review counties, the district attorney shall complete the program performance review within 45 days from the beginning of the case review period, unless a later date is mutually agreed upon in writing by the district attorney and the Department.
  - .41 Failure to complete the program performance review shall result in a finding of noncompliance.
- .5 For self-review counties, the district attorney shall submit to the Department a report of the results of the program performance review. This shall be known as the Performance Review Report.

<b>12-202</b>	<b>PROGRAM PERFORMANCE REVIEW PROCEDURES (Continued)</b>	<b>12-202</b>
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- .51 The Performance Review Report shall be presented in the manner specified by the Department and shall include, but not be limited to, the county's IV-D organization chart, the methodology of the review, findings of compliance versus noncompliance for each IV-D program performance standard, and supporting information in the appendices to the report. Written procedures shall be made available by the counties for review by the Department.
- .52 The Performance Review Report shall be submitted within 45 calendar days of the end of the case review as specified in Section 12-202.4, unless a later date is mutually agreed upon in writing by the district attorney and the Department.
- .53 The Performance Review Report shall contain such supporting documentation as determined by the Department to be needed to support the findings in the report.
- .54 Failure to provide a Performance Review Report as required by these regulations shall result in a finding of noncompliance.
- .6 Self-review counties shall be subject to monitoring by the Department.
  - .61 The monitoring shall be to determine the following:
    - .611 Adherence to the case sample.
    - .612 Existence of a conflict of interest for self-review staff.
    - .613 Accuracy of the tabulation results.
  - .62 Failure to meet the requirements specified in Section 12-202.61 shall result in a finding of noncompliance.
- .7 For self-review counties, the district attorney shall be notified in writing of the Department's determination of the level of compliance with each program performance standard specified in this chapter within 90 calendar days of the date the Performance Review Report is postmarked.
- .8 In state-review counties, the district attorney shall receive a copy of the Performance Review Report prepared by the Department.
  - .81 The Performance Review Report shall identify the level of compliance with each program performance standard specified in this chapter.

<b>12-202</b>	<b>PROGRAM PERFORMANCE REVIEW PROCEDURES (Continued)</b>	<b>12-202</b>
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- .82 The district attorney shall have 45 calendar days from the date the Performance Review Report is postmarked to review and comment on the Performance Review Report, unless a later date is mutually agreed upon in writing by the county IV-D director and the Department.
- .83 If no comments are received from the district attorney the Performance Review Report shall become final after the 45-day review/comment period.
- .84 If comments are received from the district attorney, one of the following shall occur for each comment received within 45 calendar days of the date the comments are postmarked:
  - .841 The Performance Review Report shall be revised based on the comment received.
  - .842 The district attorney shall be notified in writing why the Performance Review Report was not revised based on the comment received.
- .85 The district attorney shall receive a copy of the finalized Performance Review Report which shall be considered the Department's determination of compliance/noncompliance.
  - .851 The finalized Performance Review Report shall be sent within the 45-day period specified in Section 12-202.84.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Section 15200.8, Welfare and Institutions Code.

**12-203 CORRECTIVE ACTION****12-203**

- .1 Upon a finding of noncompliance, the district attorney shall develop a corrective action plan which shall be known as the Program Improvement Report.
- .11 The Program Improvement Report shall contain all of the following:
  - .111 Identification of each finding of noncompliance.
  - .112 The district attorney's determination of the cause(s) for each finding of noncompliance identified in Section 12-203.111.
  - .113 The proposed solution(s) for the cause(s) of each finding of noncompliance identified in Section 12-203.111.
    - (a) Such solution(s) shall identify the county administrative and/or procedural and program policy and/or operational changes to be made.
    - (b) The county administrative and/or procedural and program policy and/or operational changes shall be made as soon as possible but no later than one calendar year from the date the Program Improvement Report is postmarked.
    - (c) If the finding of noncompliance is with a program performance standard, the county administrative and/or procedural and program policy and/or operational changes identified in Section 12-203.113(a) shall result in the processing of cases in compliance with that program performance standard on a prospective basis.
  - .114 Upon a finding of noncompliance with a program performance standard, a plan for correcting cases which were not previously processed in compliance with the program performance standard. Such plan shall:
    - (a) Identify the estimated number of cases not in compliance with the program performance standard.
    - (b) Provide measurable, quarterly milestones for correcting the cases identified in Section 12-203.114(a), including the number of cases to be corrected each quarter.

**12-203 CORRECTIVE ACTION (Continued)**

**12-203**

- (c) Indicate the date by which all of the cases will be corrected and the plan completed.
- .115 A description of how the implementation of each proposed solution will be monitored and evaluated for timeliness and effectiveness in correcting the noncompliance.
- .2 If the district attorney elects to implement corrective action prior to the Department's final determination of compliance/noncompliance, the Program Improvement Report shall include the information specified in Section 12-203.1 and all of the following:
  - .21 The date each proposed solution was implemented.
  - .22 The status of the implementation of each proposed solution.
  - .23 An evaluation of the effectiveness of each proposed solution in correcting the noncompliance.
- .3 The Program Improvement Report shall be submitted to the Department within 60 calendar days of the date the Department's notification of noncompliance is postmarked or the date the Performance Review Report becomes final, whichever is applicable, unless a later date is mutually agreed upon in writing by the district attorney and the Department.
  - .31 The Program Improvement Report shall be subject to review by the Department.
  - .32 The Program Improvement Report shall be returned by the Department to the district attorney as unacceptable within 45 days of the date the Program Improvement Report is postmarked upon any of the following:
    - .321 Determination that the requirements for the Program Improvement Report specified in Sections 12-203.1 and 12-203.2 are not met.
    - .322 Determination that the causes of and/or solutions for the noncompliance are not related to the finding.



**12-203 CORRECTIVE ACTION (Continued)****12-203**

- .33 Failure to submit an acceptable Program Improvement Report shall result in a finding of continued noncompliance for each calendar quarter until an acceptable Program Improvement Report is submitted.
- .4 The district attorney shall submit to the Department a written report on the status of the corrective action each calendar quarter until such time as the district attorney notifies the Department that the corrective action has been completed pursuant to Section 12-203.7.
  - .41 Such report shall be submitted within 15 calendar days following the end of each calendar quarter, unless a later date is mutually agreed upon in writing by the district attorney and the Department.
  - .42 Failure to submit a status report on the corrective action within the required time shall result in a finding of continued noncompliance.
- .5 The district attorney shall be subject to review by the Department to determine the effectiveness of the corrective action and the level of compliance attained.
- .6 The district attorney shall amend any existing Program Improvement Report and its attendant corrective action to include the results of subsequent annual and/or quarterly reviews.
- .7 The district attorney shall notify the Department in writing upon the district attorney's determination that the corrective action has been completed.
  - .71 The corrective action shall be considered completed upon completion of all of the following:
    - .711 The county administrative and/or procedural and program policy and/or operational changes identified pursuant to Section 12-203.113(a) have been fully implemented.
    - .712 Current cases have been processed for a minimum of 30 calendar days in compliance with any program performance standard previously identified as out of compliance.
    - .713 The district attorney has implemented the plan pursuant to Section 12-203.114 and is correcting the cases identified pursuant to that section.

**12-203 CORRECTIVE ACTION (Continued)**

**12-203**

- .72 The district attorney's finding shall be subject to verification by the Department.
- .721 Such verification shall be completed within 60 calendar days of the date the district attorney's notification of compliance is postmarked.
- .73 Upon verification of compliance by the Department, the district attorney shall be entitled to the statutory compliance incentive rate at the start of the calendar quarter following the quarter in which the district attorney's notification of compliance is postmarked.
- .8 Following completion of the corrective action as specified in Section 12-203.71, failure to meet any quarterly milestone identified in Section 12-203.114(b) shall result in a new finding of noncompliance, unless an extension for meeting the milestone is mutually agreed upon in writing by the district attorney and the Department.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Section 15200.8, Welfare and Institutions Code.

**12-204 PROGRAM IMPROVEMENT**

**12-204**

- .1 In addition to the program performance standards specified in this chapter, the district attorney shall be subject to administrative review.
- .11 The administrative review shall include the following:
  - .111 Nonregulated statutory and/or federal requirements.
  - .112 Local administrative procedures.
  - .113 Local systems.
  - .114 Adherence to the provisions of the Plan of Cooperation.
- .12 The findings of the administrative review shall be known as administrative findings.

<b>12-204</b>	<b>PROGRAM IMPROVEMENT (Continued)</b>	<b>12-204</b>
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- .13 The administrative review shall be considered part of the program performance review, and the administrative findings shall be included in the Performance Review Report.
- .2 Administrative findings and/or findings of marginal compliance shall not affect the district attorney's entitlement to incentives as specified in this chapter.
- .3 The district attorney shall include a program improvement plan in the Program Improvement Report.
  - .31 The program improvement plan shall include all of the following:
    - .311 Any administrative findings identified in the Performance Review Report.
    - .312 Any findings of marginal compliance identified in the Performance Review Report.
    - .313 The district attorney's determination of the cause(s) for each administrative finding or finding of marginal compliance with a program performance standard.
    - .314 The proposed solution(s) for the cause(s) for each administrative finding or finding of marginal compliance with a program performance standard.
    - .315 A description of how each proposed solution will be implemented including the time frames for implementation.
    - .316 A description of how the implementation of each proposed solution will be monitored and evaluated for timeliness and effectiveness in either correcting the administrative finding or bringing the marginal compliance into substantial compliance.

NOTE: Authority cited: Sections 10553, 10554, 11475.1, 11479.5, and 15200.8, Welfare and Institutions Code. Reference: Sections 11475.1 and 11479.5, Welfare and Institutions Code.

12-205	PROGRAM PERFORMANCE REVIEW APPEALS	12-205
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- .1 The district attorney shall be permitted to protest and appeal the following findings of the Department:
  - .11 Failure to submit an accurate, timely case listing.
  - .12 Failure of self-review counties to provide an accurate, timely Performance Review Report.
  - .13 Marginal compliance.
  - .14 Noncompliance.
  - .15 Failure to submit a Program Improvement Report.
  - .16 Any other finding which might affect the county's entitlement to incentives.
  - .17 Any other finding which might affect the county's risk of financial sanction.
- .2 The district attorney's initial written protest shall:
  - .21 Be submitted to the State IV-D Director within 60 calendar days of the date the Department's final findings are postmarked, unless a later date is mutually agreed upon in writing by the district attorney and the Department.
  - .22 State the finding(s) being protested and the specific reason(s) therefor.
  - .23 Include complete documentation supporting the district attorney's reason(s) for protesting the finding(s).
- .3 The district attorney shall submit additional documentation to support the district attorney's reason(s) for protesting the finding(s) if requested in writing by the Department.
  - .31 Such documentation shall be submitted within 15 calendar days of the date the Department's request for additional documentation is postmarked, unless a later date is mutually agreed upon in writing by the district attorney and the Department.

<b>12-205</b>	<b>PROGRAM PERFORMANCE REVIEW APPEALS (Continued)</b>	<b>12-205</b>
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- .32 Failure to provide such documentation within the required time shall result in the Department's findings being upheld.
- .4 The district attorney shall be notified in writing of the results of the initial protest within 60 calendar days of the date the initial protest is postmarked.
- .5 If dissatisfied with the results of the initial protest, the district attorney shall be permitted to file a written appeal with the Director.
  - .51 The appeal shall be filed within 30 calendar days of the date the Department's response to the initial protest is postmarked, unless a later date is mutually agreed upon in writing by the district attorney and the Department.
  - .52 The appeal shall include the district attorney's initial protest and the Department's response thereto.
  - .53 The appeal shall state the reason(s) the district attorney is dissatisfied with the Department's response to the initial protest.
  - .54 The appeal shall include complete documentation supporting the district attorney's reason(s) for being dissatisfied with the Department's response to the initial protest.
  - .55 The district attorney shall submit additional documentation to support his reason(s) if requested in writing by the Director or the Director's designee.
    - .551 Such documentation shall be submitted within 15 calendar days of the date the Department's request for additional documentation is postmarked, unless a later date is mutually agreed upon in writing by the district attorney and the Department.
    - .552 Failure to provide such documentation within the required time shall result in the Department's findings being upheld.
- .6 The district attorney shall be permitted to request a hearing regarding the Department's findings.

<b>12-205</b>	<b>PROGRAM PERFORMANCE REVIEW APPEALS (Continued)</b>	<b>12-205</b>
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- .61 Such hearing shall be requested in the district attorney's appeal to the Director.
- .62 The hearing shall be before the Director or the Director's designee.
  - .621 The Director's designee shall not be any person previously involved in the program performance review or the initial protest.
- .63 The district attorney shall be notified of the date of the hearing within 30 calendar days of the date the district attorney's appeal/request for hearing is postmarked.
  - .631 The district attorney shall have at least 30 calendar days from the date the notification of hearing is postmarked to prepare for the hearing.
- .64 The district attorney or the district attorney's designee(s) shall be permitted to present evidence and information at the hearing.
- .65 The district attorney shall be notified in writing of the results of the hearing by the Director or the Director's designee within 30 calendar days of the date of the hearing.
- .7 If no hearing is requested, the district attorney shall be notified in writing of the results of the appeal by the Director or the Director's designee within 30 calendar days of the date the district attorney's appeal is postmarked.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 11479.5 and 15200.8, Welfare and Institutions Code.

<b>12-206</b>	<b>PERFORMANCE STANDARDS INCENTIVES - TIER I</b>	<b>12-206</b>
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- .1 The district attorney shall be entitled to the statutory base incentive rate.
- .2 The district attorney shall be entitled to the statutory compliance incentive rate at the start of the calendar quarter following the quarter in which the district attorney's notification of substantial compliance with each program performance standard was postmarked.
- .3 The district attorney shall be entitled to only the statutory base incentive rate for the calendar quarter immediately following the quarter in which the district attorney's notification of noncompliance with any program performance standard was postmarked.
  - .31 The district attorney shall continue to receive only the statutory base incentive rate until successful completion of corrective action as identified in the Program Improvement Report pursuant to Section 12-203.
- .4 The district attorney shall be paid the statutory compliance incentive rate and be exempt from corrective action and program improvement requirements of MPP Sections 12-203 and 12-204 if:
  - .41 The district attorney is assessed as or certified in compliance during the quarter in which a pre-conversion plan for the Statewide Automated Child Support System (SACSS) or the Automated Child Support Enforcement System (ACSES) Replacement System becomes effective, as provided by the Department, and subsequently has a finding of noncompliance under MPP Section 12-202 during the hold harmless eligibility period, as defined in MPP Section 12-206.411; or, the district attorney is assessed as or certified in compliance during any quarter in the hold harmless eligibility period and subsequently has a finding of noncompliance under MPP Section 12-202 during the hold harmless eligibility period.
    - .411 The hold harmless eligibility period is a temporary time period, during which the district attorney is preparing for and converting to the SACSS or the ACSES Replacement System.
      - (a) The hold harmless eligibility period shall start the date that pre-conversion activities actually begin as specified in the district attorney's approved pre-conversion plan or a maximum of 18 months prior to the scheduled conversion completion date, whichever is less, and shall end on the date that the district attorney is scheduled to complete conversion to the automated system.

CHILD SUPPORT PROGRAM		
12-206 (Cont.)	PROGRAM PERFORMANCE REVIEWS	Regulations
12-206	PERFORMANCE STANDARDS INCENTIVES - TIER I (Continued)	12-206

.412 If there is a delay to the scheduled conversion completion date due to a state and/or vendor problem that is beyond the county's control, the Department shall extend the hold harmless eligibility period when the need for a significant level of staff resources continues to exist.

(a) The pre-conversion plan shall be modified to reflect the extended period and the district attorney shall be notified accordingly.

.413 The district attorney's pre-conversion plan must contain at least the following elements:

(a) All anticipated pre-conversion tasks.

(b) The projected beginning and ending dates of each task.

(c) The estimated staff resources required to complete each task.

.414 If the CDSS determines, through quarterly assessments, that a district attorney has failed to perform the specified pre-conversion tasks, the district attorney shall be disqualified from eligibility for hold harmless at the start of the quarter following the determination.

.415 Sixty (60) days after the end of the hold harmless eligibility period, the district attorney is entitled to the statutory base incentive rate in the following month.

(a) The district attorney shall develop and submit a program improvement report within the 60 days following the end of the hold harmless eligibility period, as specified in MPP Sections 12-203 and 12-204.

.416 If there is a finding of non-compliance from the federal government or a court-mandated corrective action during the hold harmless eligibility period, the district attorney is not exempt from any applicable corrective actions required.

.5 District attorneys that are paid the statutory compliance incentive rate pursuant to MPP Section 12-206.4, are not eligible for performance evaluation under MPP Section 12-207 and are not entitled to any statutory performance rate incentives.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 15200.8, 15200.8(b)(1), 15200.85, and 15200.9, Welfare and Institutions Code.



<b>12-207</b>	<b>PERFORMANCE STANDARDS INCENTIVES - TIER II</b>	<b>12-207</b>
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- .1 Effective State Fiscal Year (SFY) 1993/1994, each district attorney who qualifies for the compliance rate incentive, under Tier I, shall be eligible for evaluation by the Department to determine if there is entitlement to part or all of the statutory performance rate incentive based on performance in specific program standards.
- .11 The district attorney's performance evaluation of the program standards specified in Section 12-207.3 shall be based on information reported on the Monthly Statistical Report on Child Support Enforcement Activities, CS 850 (7/91), for the following time periods:
  - .111 For SFY 1993/94 performance incentive: January 1992 through June 1992 and January 1993 through June 1993.
  - .112 For SFY 1994/95 performance incentive: July 1992 through June 1993 and July 1993 through June 1994.

<b>12-207</b>	<b>PERFORMANCE STANDARDS INCENTIVE - TIER II (Continued)</b>	<b>12-207</b>
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- .113 For SFY 1995/96 performance incentive: July 1993 through June 1994 and July 1994 through June 1995.
- .2 The district attorney's performance in specific program standards shall be evaluated by the Department in the first quarter of each SFY, beginning with SFY 1993/94.
- .3 The specific program standards that shall be evaluated by the Department are the following:
  - .31 Establishment of Paternity Standard
    - .311 Evaluation of the Percent of Improvement from Prior Year

Each district attorney's prior year total number of children for whom paternity was established is compared to the total number of children for whom paternity establishment was pending (non-locate) in the prior year to obtain a percentage. This percentage shall be compared to the district attorney's performance from the year before the prior year and
    - .312 Evaluation of the Percent of Performance compared with average Statewide Performance Percentage

Each district attorney's prior year number of children for whom paternity was established is compared to the district attorney's total number of children for whom paternity establishment was pending (non-locate) in the prior year to obtain a percentage. This percentage shall be compared with the combined average statewide performance percentage by all district attorneys from the following prior years:

      - (a) For SFY 1993/94, the average statewide performance percentage shall be an average of the combined statewide performance percentages by all district attorneys for January 1992 through June 1992 and January 1993 through June 1993.
      - (b) For SFY 1994/95, the average statewide performance percentage shall be an average of the combined statewide performance percentages by all district attorneys for July 1992 through June 1993 and July 1993 through June 1994.

<b>12-207</b>	<b>PERFORMANCE STANDARDS INCENTIVES - TIER II (Continued)</b>	<b>12-207</b>
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- (c) For SFY 1995/96, the average statewide performance percentage shall be an average of the combined statewide performance percentages by all district attorneys for July 1992 through June 1993, July 1993 through June 1994 and July 1994 through June 1995.

**.32 Establishment of Support Obligation Standard**

**.321 Evaluation of the Percent of Improvement from Prior Year**

Each district attorney's prior year total number of cases in which support orders were established is compared to the total number of cases in which support order establishment is pending (non-locate) in the prior year to obtain a percentage. This percentage shall be compared to the district attorney's performance in the year before the prior year and

**.322 Evaluation of Performance Compared to the Average Statewide Performance Percentage**

Each district attorney's prior year number of cases in which support orders were established is compared to the total cases in which support order establishment is pending (non-locate) in the prior year to obtain a percentage. This percentage shall be compared to the combined average statewide performance percentage by all district attorneys from the following prior years:

- (a) For SFY 1993/94, the average performance percentage shall be an average of the combined statewide performance percentages by all district attorneys for January 1992 through June 1992 and January 1993 through June 1993.
- (b) For SFY 1994/95, the average performance percentage shall be an average of the combined statewide performance percentages by all district attorneys for SFYs 1992/93 and 1993/94.
- (c) For SFY 1995/96, the average performance percentage shall be an average of the combined statewide performance percentages by all district attorneys for SFYs 1992/93, 1993/94 and 1994/95.

<b>12-207</b>	<b>PERFORMANCE STANDARDS INCENTIVES - TIER II (Continued)</b>	<b>12-207</b>
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.4 The evaluations in each of the program standards in Sections 12-207.31 and .32 shall be rounded to the nearest whole percentage points and assigned the following point values:

.41 Evaluation of the Percent of Improvement from Prior Year and

Percent of Improvement		Points
1% through 15%	=	1
16% through 30%	=	15
31% through 45%	=	30
46% through 60%	=	45
61% and above	=	60

.42 Evaluation of the Percent of Performance Compared to the Average Statewide Performance Percentage

Percent of Performance Compared to the Average Statewide Performance Percentage		Points
1% through 9%	=	1
10% through 19%	=	15
20% through 29%	=	30
30% through 39%	=	45
40% and over	=	60

.5 In each of the program standards in Sections 12-207.31 and .32, establishment of paternity and establishment of support obligations, only the results of one evaluation in each standard shall be considered the district attorney's performance level in that standard.

.51 The results of the evaluations of the program standards that have the highest points shall be considered the district attorney's performance level in that program standard.

.52 The points assigned to each program standard shall be added together to determine a county score.

12-207	PERFORMANCE STANDARDS INCENTIVES - TIER II (Continued)	12-207
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.53 The following is an example of how the results of the district attorney's performance evaluations are scored:

.531 For the Establishment of Paternity standard, the percent of improvement from prior year evaluation results in a district attorney performance level of 13 percent and the evaluation which compares district attorney performance to the average statewide performance percentage result is 19 percent. One (1) point is earned for the district attorney's evaluation of the percent of improvement from the prior year and fifteen (15) points is earned for the district attorney's evaluation of the percent of performance compared to the average statewide performance percentage. However, because only the evaluation which results in the highest point value is considered the district attorney's performance level for that standard, the district attorney would earn 15 points for the Establishment of Paternity standard.

.532 For the Establishment of Support Order standard, the percent of improvement from prior year evaluation results in a district attorney performance level of 8 percent and the evaluation which compares district attorney performance to the average statewide performance percentage result is 41 percent. One (1) point is earned for the district attorney's evaluation of the percent of improvement from the prior year and sixty (60) points is earned for the district attorney's evaluation of the percent of performance compared to the average statewide performance percentage. However, because only the evaluation which results in the highest point value is considered the district attorney's performance level for that standard, the district attorney would earn 60 points for the Establishment of Support Order standard.

.533 The 15 points earned under the Establishment of Paternity standard is then added to the 60 points earned under the Establishment of Support Order standard resulting in a total county score of 75 points.

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<b>12-207</b>	<b>PERFORMANCE STANDARDS INCENTIVES - TIER II (Continued)</b>	<b>12-207</b>
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- .6 In addition to the county score in Section 12-207.52, the district attorney shall also be eligible to earn 16 bonus points when the county's total child/spousal and medical support collection increase percentage in the prior year is equal to or greater than the average of the statewide collection increase percentage from the previous two years.
- .61 The district attorney's collection increase shall be determined from collection information reported by the district attorney on the Child/Spousal/Medical Support Collections Summary Report, CS 820 (8/91).
- .62 The district attorney shall not be entitled to any bonus points in any year in which collections do not increase on a statewide basis, as described in Section 12-207.6 above.
- .63 If the district attorney is entitled to the 16 bonus points, the points will be added to the county score in Section 12-207.52.
- .7 The total county score under Section 12-207.52 and any applicable bonus points under Section 12-207.6 will be totaled and applied against the following schedule to determine the district attorney's performance incentive rate:

.71 Total Score	Performance Incentive Rates
	<div style="display: flex; justify-content: space-around;"> <span>SFY 93/94</span> <span>SFY 94/95</span> <span>SFY 95/96</span> </div>
15 - 30	.25%      .50%      .75%
31 - 60	.50%      1.00%      1.50%
61 - 90	.75%      1.50%      2.25%
91 - 136	1.00%      2.00%      3.00%

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**HANDBOOK BEGINS HERE**

- .711 The following is an example of how the bonus points will be added to the points earned from the evaluations of performance in the specific program standards for determining a total score for incentive entitlement:

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**HANDBOOK CONTINUES**

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<b>12-207</b>	<b>PERFORMANCE STANDARDS INCENTIVES - TIER II (Continued)</b>	<b>12-207</b>
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**HANDBOOK CONTINUES**

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- (a) If the district attorney's child/spousal and medical support collection increase percentage in the prior year is 12 percent and the average statewide collection increase percentage from the previous two years is 10 percent, the district attorney would earn 16 bonus points.
- (b) Sixteen (16) bonus points are then added to the county score determined by the performance evaluations in the specific program standards under Section 12-207.52. Using the example in 12-207.533, the county score for performance in the program standards is 75 points. Adding 16 bonus points to this score, because the district attorney's collection increase was above the average statewide percentage increase, provides the district attorney with a grand total of 91 points, thereby qualifying for an additional performance incentive rate of 1 percent for collections distributed during SFY 93/94.

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**HANDBOOK ENDS HERE**

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- .8 The performance rate incentive calculated under this section will be paid with, and in addition to, the compliance rate incentives paid under Tier I.
- .81 Entitlement to performance rate incentives shall be effective in the same month that the district attorney is entitled to the compliance rate incentive under Tier I, beginning in SFY 1993/94.
- .82 Incentive rates determined under both this section and Section 12-206 will be paid on distributed child/spousal and medical support collections, based on collection information provided by the district attorney on the Summary Report of Child and Spousal Support Payments, CS 800 (1/92), and the Child/Spousal/Medical Support Collections Summary Report, CS 820 (8/91).

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 15200.8, .85, and .9 of the Welfare and Institutions Code.

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<b>Regulations</b>	<b>CHILD SUPPORT PROGRAM PROGRAM PERFORMANCE REVIEWS</b>	<b>12-210</b>
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<b>12-210</b>	<b>WRITTEN PROCEDURES</b>	<b>12-210</b>
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.1 The district attorney shall have and use written procedures for each of the program performance standards contained in this chapter.

.11 Failure to have and use such written procedures shall result in a finding of noncompliance.

NOTE: Authority cited: Sections 10553, 10554, 11475.1, and 11479.5, Welfare and Institutions Code. Reference: Sections 11479.5 and 15200.8, Welfare and Institutions Code; and 45 CFR 305.

CHILD SUPPORT PROGRAM		
12-211	PROGRAM PERFORMANCE REVIEWS	Regulations

**12-211      PROGRAM PERFORMANCE STANDARDS - EXPEDITED PROCESS      12-211**

- .1    The district attorney shall meet the time frames at Section 12-109.3 for bringing to a disposition actions to establish child support orders and, if necessary, paternity.
- .2    Failure to meet the requirements specified in Section 12-109.3 shall result in a finding of noncompliance for expedited process.

NOTE: Authority cited: Sections 10553, 10554, 11475, 11475.1(b), and 11479.5, Welfare and Institutions Code. Reference: Sections 15200.8 and 11479.5, Welfare and Institutions Code; and 45 CFR 303.101, and .101(b)(2).

**12-220      PROGRAM PERFORMANCE STANDARDS - INTAKE      12-220**

Repealed by regulation package R-4-01E, effective 9/10/01.

**12-221      PROGRAM PERFORMANCE STANDARDS - LOCATE      12-221**

Repealed by regulation package R-3-01E, effective 9/4/01.

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CHILD SUPPORT PROGRAM		
12-222	PROGRAM PERFORMANCE REVIEWS	Regulations
<b>12-222</b>	<b>PROGRAM PERFORMANCE STANDARDS - PATERNITY ESTABLISHMENT</b>	<b>12-222</b>

- .1 The district attorney shall attempt to establish paternity for children under age 18 whose paternity has not previously been established.
  - .11 If the district attorney determines that establishing paternity would not be in the best interest of the child and the case involves incest, forcible rape or pending adoption proceedings, then the district attorney shall not attempt to establish paternity.
    - .111 Such determination and the reasons therefor shall be documented in the case record.
  - .12 Establishment of paternity shall be done in accordance with the standards specified in Section 12-106.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 11479.5 and 15200.8, Welfare and Institutions Code; and 45 CFR 303.5(a) and (b).

<b>12-223</b>	<b>PROGRAM PERFORMANCE STANDARDS - ESTABLISHMENT AND MODIFICATION OF CHILD SUPPORT ORDERS</b>	<b>12-223</b>
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- .1 The district attorney shall attempt to establish a child support order for cases in which a child support order does not exist.
  - .11 When petitioning the court for child support, the district attorney shall use the statutory child support guidelines in effect at that time to determine the amount of child support sought.
  - .12 Establishment of child support orders shall also be done in accordance with the standards specified in Section 12-106.
- .2 Upon a written request for modification of a child support order the district attorney shall:
  - .21 Review the case.
  - .22 Respond to the request in writing within 90 calendar days of the date the request is postmarked.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 11479.5 and 15200.8, Welfare and Institutions Code; 45 CFR 302.50(a) and 303.4(b) and (d); Section 4720.1, California Civil Code; and 42 U.S.C. 466(a)(10)(A).

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<b>12-224</b>	<b>PROGRAM PERFORMANCE STANDARDS - ENFORCEMENT</b>	<b>12-224</b>
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- .1 The district attorney shall enforce spousal support orders when all of the following criteria are met:
  - .11 A court order for spousal support has been previously established.
  - .12 The spouse or former spouse is living with the child(ren) for whom the absent parent is liable for support.
  - .13 The child support order is being enforced by the district attorney.
- .2 The district attorney shall attempt to enforce support orders in open IV-D cases for which a support order has been established.
  - .21 Enforcement of support orders shall be completed in accordance with the standards specified in Section 12-107.
  - .22 The district attorney shall seek real property liens in accordance with Chapter 12-600.
  - .23 The district attorney shall seek federal and state income tax refund intercepts in accordance with Chapter 12-700.
- .3 - .34 Repealed by rulemaking package R-9-02-E, effective 10/21/02.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 11479.5 and 15200.8, Welfare and Institutions Code; 45 CFR 302.31(a)(2); 303.6, and 303.100(a), (a)(8), (b), (d), (f)(1)(ii) and (iv); and Sections 4390.3, .10, and .17, California Civil Code.

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12-225	PROGRAM PERFORMANCE STANDARDS - COLLECTION AND DISTRIBUTION	12-225
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- .1 The district attorney shall notify the county welfare department in writing when the district attorney discovers that a direct payment has been retained by a family receiving aid.
- .2 The district attorney shall be responsible for distributing collections for all cases in which there is a support order being enforced by the district attorney.
- .21 Such distribution shall be completed in accordance with the standards specified in Section 12-108.

~~.3 On or before September 30 of each year, the district attorney shall provide a notice of collections received during the previous state fiscal year.~~

~~.31 The notice shall be sent to all of the following:~~

~~.311 Families currently receiving aid.~~

~~.312 Families which formerly received aid and continue to receive Child Support Enforcement Program services on whose cases an assigned collection was made.~~

~~.32 The notice shall contain all of the following information:~~

~~.321 The total amount of assigned collections received during the prior fiscal year, or zero if no assigned collections were received.~~



<b>12-225</b>	<b>PROGRAM PERFORMANCE STANDARDS - COLLECTION AND DISTRIBUTION (Continued)</b>	<b>12-225</b>
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~~.322 The total amount of payments to the family, or zero if no amounts were paid to the family.~~

~~.323 In the case of multiple absent parents, a separate listing of collections from each absent parent, or zero if no collections were received from an absent parent.~~

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 11479.5 and 15200.8, Welfare and Institutions Code; and 45 CFR 302.31(a)(3)(i), .32, .37, .51, .52, and .54(a) and (b).

<b>12-226</b>	<b>PROGRAM PERFORMANCE STANDARDS - INTERSTATE CASES</b>	<b>12-226</b>
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Repealed by regulation package R-5-01E, effective 9/24/01.

<b>12-227</b>	<b>PROGRAM PERFORMANCE STANDARDS - EXPEDITED PROCESS</b>	<b>12-227</b>
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Repealed by Manual Letter No. CS-96-01, effective 7/18/96.

<b>12-228</b>	<b>PROGRAM PERFORMANCE STANDARDS - MEDICAL SUPPORT</b>	<b>12-228</b>
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- .1 Upon referral from the county welfare department, the district attorney shall attempt to obtain the following information if the information was not previously provided:
  - .11 The county welfare department case number or the recipient's/custodial parent's social security number.
  - .12 The name and social security number of the child(ren).
  - .13 The absent parent's:
    - .131 Name.
    - .132 Social security number.
    - .133 Home address.
    - .134 Employer's name and address.
  - .14 The policy name and number of any health insurance policy of the absent parent and the name of each person covered by the policy.
- .2 The district attorney shall forward the information specified in Section 12-228.1 to the State Department of Health Services.
  - .21 The information shall be forwarded:
    - .211 When the case is referred from the county welfare department and the information is available.
    - .212 Whenever the information becomes available.
  - .22 The district attorney shall not forward the information upon referral if the referral document(s) indicates the information was previously forwarded by the county welfare department.
- .3 The district attorney shall notify all applicants for child support services in writing that medical support services are also available.
- .4 The district attorney shall petition the court for medical support for all cases in which the family is receiving aid, unless the custodial parent and child(ren) have health insurance coverage other than Medi-Cal.

<b>12-228</b>	<b>PROGRAM PERFORMANCE STANDARDS - MEDICAL SUPPORT</b>	<b>12-228</b>
	(Continued)	

- .5 The district attorney shall petition the court for medical support for all cases in which the family is not receiving aid if medical support services have been requested.
- .6 The district attorney shall:
- .61 Notify the State Department of Health Services in writing whenever a new or modified support order includes medical support and provide the information specified in Section 12-228.1 if the family is receiving aid.
  - .62 Request employers and other groups offering health insurance coverage to notify the district attorney in writing of any lapses in the health insurance coverage.
  - .63 Forward information regarding any health insurance coverage obtained to the custodial parent.
  - .64 Communicate with the State Department of Health Services in writing to determine if there has been a lapse in health insurance coverage for recipients of aid.
- .7 - .81 Repealed by rulemaking package R-9-02-E, effective 10/21/02.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 11479.5 and 15200.8, Welfare and Institutions Code; and 45 CFR 303.30(a) and (b), and .31(b) and (c).

<b>CHILD SUPPORT PROGRAM</b>		
<b>Regulations</b>	<b>PROGRAM PERFORMANCE REVIEWS</b>	<b>12-229</b>
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Repealed by regulation package R-2-02-E, effective 3/25/02		

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**CHILD SUPPORT PROGRAM  
CASE CLOSURE**

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<b>CHILD SUPPORT PROGRAM</b>		
<b>Regulations</b>	<b>CASE CLOSURE</b>	<b>12-301 (Cont.)</b>

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Repealed by regulation package R-2-02-E, effective 3/25/02

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Repealed by regulation package R-2-02-E, effective 3/25/02

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**12-302      CASE CLOSURE CRITERIA      12-302**

Repealed by regulation package R-2-02-E, effective 3/25/02

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**12-303    RECORD RETENTION**

**12-303**

Repealed by regulation package R-1-01E, effective 7/1/01.

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**CHILD SUPPORT PROGRAM  
CHILD SUPPORT COLLECTIONS AND DISTRIBUTION**

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## **CHAPTER 12-400 CHILD SUPPORT COLLECTION AND DISTRIBUTION REGULATIONS**

### **12-401 GENERAL STATEMENT**

**12-401**

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- .1 The collection and distribution procedures of the Child Support Enforcement Program are a key component for accurately processing support payments received in Title IV-D cases enforced by the local child support agency. Depending on the aid or non-aid status, collections may be distributed to families, or used for repayment of cash or medical aid payments provided to the family, or used as abatements against the local child support agency's quarterly administrative expenditure claim. This chapter addresses the requirements for the duration of the assignment of support rights for current and former assistance cases, the requirements for allocating support payments when noncustodial parents have more than one case within the county, the application of support payments within the individual case by arrearage types and debt types, performing the welfare distribution process, and the requirements for reporting support collections to the Department for management purposes and federal reporting, and specifies the required case level audit trail reports.
- .2 Manual of Policies and Procedures Division 25, Handbook Sections 25-900 through 25-925 are replaced with these regulations.

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#### **HANDBOOK ENDS HERE**

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NOTE: Authority Cited: Sections 10553, 10554, 11457, 11475, and 11479.5, Welfare and Institutions Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193), Section 452(a), [42 U.S.C. 652(a)], Section 454B(c)(1), [42 U.S.C. 654B(c)(1)], Section 455(d) [42 U.S.C. 655(d)], and Section 457(a) [42 U.S.C. 657(a)].

### **12-405 DEFINITIONS**

**12-405**

- .1 Definitions of terms used in these regulations, which are common to the Child Support Enforcement Program, are found in MPP Sections 12-101, 12-301, 12-501, 12-601, and 12-701.
- .2 When used as a term specific to Chapter 12-400:
  - (a) (1) "AFDC" -- means Aid to Families with Dependent Children aid program, which was a federal program paid under Title IV-A of the Social Security Act, funded with federal, state and county funds, and a non-federal aid program funded with state and county funds.
  - (2) "Allocation" -- means the first step in the distribution process to apportion a support payment between several cases/children.
  - (3) "Assigned" -- means the rights to support payments have been turned over to the state (and the county) as a condition of receiving aid.

**12-405     DEFINITIONS                      (Continued)**

**12-405**

- (b) Reserved
- (c) (1) "CalWORKs" -- means the California Work Opportunity and Responsibility to Kids program, established pursuant to Welfare and Institutions Code, Chapter 2, commencing with Section 11200.
- (2) "Conditionally Assigned Arrearages" -- means the arrearages that were temporarily assigned while the family received aid, but the temporary assignment has ended because the family is no longer receiving aid. These arrears are normally unassigned and paid to the family if collected from a source other than IRS tax intercept. However, when collections are received from the IRS tax intercept these arrears are conditionally assigned and will be used to reimburse aid paid.
- (3) "Collection" -- means the amount of support payment received from a noncustodial parent or other person or agency on behalf of an obligor who is ordered by the court to pay support on behalf of the children or spouse.
- (4) "Current Assistance Case" -- means a Title IV-D case that is currently receiving aid under CalWORKs (which includes the legal immigrant program) or foster care.
- (d) (1) "Disbursement" -- means the actual dispensing or paying out of the collection.
- (2) "Distribution" -- means the application of monies to specific accounts to determine the appropriate disbursement of monies.
- (e) Reserved
- (f) (1) "Former Assistance Case" -- means a Title IV-D case that has in the past received aid under AFDC, TANF/CalWORKs (which includes the legal immigrant program), or foster care.
- (2) "Foster Care" -- means the federal foster care aid program under Title IV-E of the Social Security Act which is funded with federal, state, and county funds, and the non-federal aid program funded with state and county funds.



**12-405 DEFINITIONS (Continued)****12-405**

- (3) "Futures" -- means collections received from the noncustodial parent that are in excess of the current support obligations and no arrearages exist.
- (g) Reserved
- (h) Reserved
- (i) Reserved
- (j) Reserved
- (k) Reserved
- (l) Reserved
- (m) "Mixed Status Cases" -- means a Title IV-D case where one or more of the children in the case have a different aid or non-aid status, either currently or in the past.
- (n) (1) "Never Assigned Arrearages" -- means arrearages that have never been assigned to the state in never assistance cases. Never assigned arrears are also the arrearages in former assistance cases that accrued after the family's most recent period of aid ends.
- (2) "Never Assistance Case" -- means a Title IV-D case that is not currently and has never in the past received aid under AFDC, CalWORKs (which includes the legal immigrant program), or foster care.
- (o) (Reserved)
- (p) (1) "Payment Source" -- means the origin (e.g., person, other county or state child support enforcement agency) or the enforcement method used to obtain the support payment received (e.g., wage assignment, writs, till taps, tax intercept, etc.).
- (2) "Permanently Assigned Arrearages" -- means unpaid support that is assigned to the state as of September 30, 1998 and the unpaid support that accrues on or after October 1, 1998 while the family is receiving aid.
- (q) Reserved
- (r) (1) "Recoupment" -- means the amount of support that was collected that has been applied to reimburse in whole or in part the unreimbursed assistance pool which is used to reimburse the federal, state and county governments for aid paid to the family.
- (2) "Regular Payments" -- means all collections received, regardless of payment sources, except IRS tax intercept.

**12-405 DEFINITIONS (Continued)****12-405**

- (s) (1) "Single Status" -- means a Title IV-D case where all of the children in the case are the same status, either currently receiving assistance, formerly received assistance, or never received assistance.
- (2) "State Optional Payments" - means any payment made to the current assistance CalWORKs family from the nonfederal share of collections, as determined by the Department (i.e., disregard).
- (t) "Temporarily Assigned Arrearages" -- means the unpaid support that accrues after October 1, 1998 and before the period the family receives aid (pre-assistance arrears), and any unassigned arrears that accrued before October 1, 1998 when the family goes on aid after October 1, 1998. These arrearages are not permanently assigned. The temporary assignment ends when the family stops receiving aid.
- (u) (1) "Unassigned During Assistance Arrearages" -- means unpaid support in former assistance cases that accrued while the family was receiving aid (permanently assigned arrearages), but which exceeded the total unreimbursed assistance pool.
- (2) "Unassigned Pre-Assistance Arrearages" -- means unpaid support in former aid cases that accrued before the family was receiving aid (temporarily assigned arrearages) and which exceeded the total unreimbursed assistance pool.
- (3) "Unreimbursed Assistance Pool (UAP)" -- means the total cumulative amount of aid paid to the family assistance unit for AFDC, CalWORKs (which includes the legal immigrant program), or foster care programs which has not been repaid by the recoupment of collections for assigned current support or arrearages (permanently, temporarily assigned, or conditionally assigned through an IRS tax intercept collection). The UAP must also be reduced by any state optional payments, including the disregard payment as defined in Section 12-101.3(d)(8), as determined by the Department. No interest accrues on the UAP.
- (v) "Voluntary Payments" -- means support payments received from the noncustodial parent in Title IV-D cases where there is no court ordered obligation. These payments must be treated as the obligation for the current month in the month they are received.
- (w) (1) "Welfare Distribution Process" -- means a monthly process where assigned support payments collected on behalf of current or former assistance cases are distributed to reimburse the aid payments made to the family or to the foster care child, or to authorize payments to families, as defined in Section 12-101.3.
- (2) "Working Day" -- means the day that the local child support agency's office is open for business.

<b>12-405</b>	<b>DEFINITIONS (Continued)</b>	<b>12-405</b>
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- (x) Reserved
- (y) Reserved
- (z) Reserved

NOTE: Authority Cited: Sections 17310 and 17312, Family Code. Reference: Section 11477, Welfare and Institutions Code; Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193), Section 408(a)(3)(A) [42 U.S.C. 608(a)(3)(A)], Section 454B(c)(1) [42 U.S.C. 654B(c)(1)], and Section 457(a) [42 U.S.C. 657(a)]; Office of Child Support Enforcement (OCSE) Action Transmittal 97-13, Section K - Question 70; and OCSE Action Transmittal 97-17, Sections I(c) and (f), III(e) through (n), IV(a), V, VI, and VII, and Questions 22, 41, and 42.

<b>12-410</b>	<b>ASSIGNMENT OF SUPPORT RIGHTS</b>	<b>12-410</b>
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.1 Assignment Requirements

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As a condition of eligibility for aid under the CalWORKs or Foster Care programs, each applicant or recipient shall assign to the county any rights to support from any other person the applicant or recipient may have on his or her own behalf or on behalf of any other family member for whom the applicant or recipient is applying for or receiving aid. Receipt of aid automatically constitutes as an assignment by operation of law.

- .11 See Manual of Policies and Procedures Section 82-506 for applicants/recipients assignment of support rights requirements.

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.12 Assignment Duration

- .121 Support that was assigned prior to October 1, 1998 is permanently assigned.
- .122 Support that accrues after October 1, 1998 while the family is receiving aid is permanently assigned.
- .123 Support that accrues after October 1, 1998 before the family goes on aid or that was not assigned prior to October 1, 1998 is temporarily assigned while the family is receiving aid.

<b>12-410</b>	<b>ASSIGNMENT OF SUPPORT RIGHTS (Continued)</b>	<b>12-410</b>
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- .124 When the family is no longer receiving aid, the assignment of rights to current support terminates.
- .125 When the family is no longer receiving aid, the permanently assigned arrearages remain permanently assigned until repaid from child, family and spousal support payments collected.
  - (a) Medical support permanently assigned arrearages remain permanently assigned until repaid from medical support payments collected.
  - (b) The permanently assigned arrearages in a former assistance case shall not exceed the total amount of the unreimbursed assistance pool, unless interest has accrued on the permanently assigned arrearages after the calculation has been made in Section 12-410.131(a), if applicable.
    - (1) Any support payments that are applied to permanently assigned arrearages, interest or principal, which are in excess of the unreimbursed assistance pool will be paid to the family as an excess payment.
- .126 When the family is no longer receiving aid, the temporarily assigned arrearages shall be conditionally assigned, up to the total amount of the unreimbursed assistance pool.
  - (a) The conditionally assigned arrearages in a former assistance case shall not exceed the total amount of unreimbursed assistance, unless interest has accrued on the conditionally assigned arrearages after the calculation has been made in Section 12-410.132(a), if applicable.
    - (1) Any support payments that are applied to conditionally assigned arrearages, interest or principal, which are in excess of the unreimbursed assistance pool will be paid to the family as an excess payment.
- .13 Unassigned Arrearages
  - .131 When the family or child is no longer receiving CalWORKs or foster care, the permanently assigned arrearages that exceed the unreimbursed assistance pool must be unassigned.
    - (a) Unassigned During Assistance Arrearages
      - (1) Permanently assigned arrearages that exceed the unreimbursed assistance pool are considered "unassigned during assistance arrearages."

<b>12-410</b>	<b>ASSIGNMENT OF SUPPORT RIGHTS (Continued)</b>	<b>12-410</b>
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- (2) To determine the amount of the permanently assigned arrearages that must be unassigned, the local child support agency must first compare the amount of the permanently assigned arrearages against the unreimbursed assistance pool.

.132 After the comparison contained in Section 12-410.131, the local child support agency must then determine if any conditionally assigned arrearages must be unassigned.

(a) Unassigned Pre-Assistance Arrearages

- (1) When the family or child is no longer receiving CalWORKs or foster care, after the calculation in Section 12-410.131, the amount of conditionally assigned arrearages in excess of the remaining unreimbursed assistance pool shall be "unassigned pre-assistance arrearages."
- (A) To compute the unassigned pre-assistance arrearages, the local child support agency must next compare the amount of the conditionally assigned arrearages against the remaining unreimbursed assistance pool after the calculation in Section 12-410.131.

NOTE: Authority Cited: Sections 10553, 10554, 11457, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 11477 and 14008, Welfare and Institutions Code; Section 695.221, Code of Civil Procedure; 42 CFR 433.145 and .146; Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193), Section 408(a)(3)(A) [42 U.S.C. 608(a)(3)(A)] and Sections 457(a)(1), (2), (6), and (b) [42 U.S.C. 657(a)(1), (2), (6), and (b)]; Balanced Budget Act of 1997 (P.L. 105-33), Sections 5532(a) and (b) and (conforming amendments in PRWORA Section 408(a)(3)(A)) [42 U.S.C. 608(a)(3)(A)]; and Office of Child Support Enforcement Action Transmittal 97-17, Sections I(h), III(h), (j), (l), and (m), IV(a) through (b)(2), and VI(c)(3)(E), and Questions 14 through 17.

<b>12-415</b>	<b>ALLOCATION OF PAYMENTS IN MULTIPLE CASES</b>	<b>12-415</b>
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**.1 Allocation by Payment Source**

When the local child support agency receives a collection from or on behalf of a noncustodial parent (NCP) with more than one case in the county, the payment shall be either applied to one specific case and distributed within the case based on the case status, or allocated between multiple cases depending upon the payment source and distributed within the case based on the case status.

**.11 The payment sources and allocation rules are as follows:**

.111	Payment Source	Allocation Rule
(a)	Bankruptcy Trustee	To the specific case
(b)	Board of Equalization	To all NCP's cases
(c)	Bond	To the specific case with order
(d)	Debtor Exam	To the specific case
(e)	Direct Payment	To the specific case
(f)	Disability Insurance Benefits	To all NCP's cases
(g)	Earnings Withholding Order	To the specific case with the order
(h)	Financial Management Services Offset	To all NCP's cases submitted to the Department of Treasury with certified arrearages
(i)	FTB Child Support Collection Program	To the specific case
(j)	FTB Tax Intercept	To all NCP's cases with certified arrearages
(k)	Interstate Collection	To the specific case
(l)	IRS Full Collection	To the specific case submitted to the IRS for full collection services
(m)	IRS Tax Intercept	To all NCP's cases submitted to IRS with certified assigned arrearages first and the unassigned arrearages

<b>12-415</b>	<b>ALLOCATION OF PAYMENTS IN MULTIPLE CASES (Continued)</b>	<b>12-415</b>
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(n)	Lottery Intercept	To all NCP's cases
(o)	Military Allotment	To the specific case with order
(p)	Noncustodial Parent Payment	To all NCP's cases
(q)	Non-Title IV-D FTB	To the specific case
(r)	Personal Property Liens	To the specific case with lien filed
(s)	Real Property Lien	To all NCP's cases which have a lien filed
(t)	Till Tap	To the specific case with order
(u)	Voluntary Payment (no court order in case)	To NCP's cases with a court order first, and remaining amount to the case without an o
(v)	Wage Assignment	To all NCP's cases with active wage assignments served on the same employer
(w)	Workers' Compensation Lump Sum Liens	To all NCP's cases with liens filed
(x)	Workers' Compensation - Withholding	To all NCP's cases with with- holding claims
(y)	Writ of Execution	To the specific case with order
(z)	Unemployment Compensation	To all NCP's cases

**.12 Allocation Formula**

The allocation methodology for determining each case's share of the collection is as follows:

**.121 Prorate the collection first to satisfy all current support obligations.**

- (a) If the collection is not sufficient to satisfy all of the current support obligations for one noncustodial parent, prorate current support collections first to child and family support based on each case's proportionate share of the total current child or family support obligation owed, and then to current medical support owed and then to current spousal support owed.

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**HANDBOOK BEGINS HERE**

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- (b) Example: If Case 1 had a current child support obligation of \$100, and Case 2 has a current child support obligation of \$400 and a medical support obligation of \$50, a collection received in the amount of \$150 on behalf of a noncustodial parent with multiple cases in the county would be prorated and Case 1 would receive 20 percent or \$30, and Case 2 would receive 80 percent or \$120. Because the priority is first to current child support, each case received a proportionate share based on the total child support obligations. The current medical support obligation was not included because there was not sufficient collections to satisfy the total current child support obligations in both cases.

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**HANDBOOK ENDS HERE**

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.122 Prorate the remaining collections to satisfy arrearages.

- (a) If the collection is not sufficient to satisfy all of the arrearages owed, prorate to each case based on each case's proportionate share of the total arrearages owed.

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**HANDBOOK BEGINS HERE**

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For example, if Case 1 has \$1000 total arrearages owed, Case 2 has \$2,000 total arrearages owed, a collection received in the amount of \$1000 would be prorated with Case 1 receiving 33 percent of the collection, or \$330, and Case 2 would receive 67 percent, or \$670.

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**HANDBOOK ENDS HERE**

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.2 (Reserved)

.3 Allocation of IRS Tax Intercept Collections

Internal Revenue Service tax intercept collections shall be allocated to a noncustodial parent's multiple cases that have been certified to IRS for the tax intercept program with "assigned arrearages" based on each case's proportion of the total certified "assigned" arrearages owed (i.e., permanently, conditionally or temporarily assigned arrearages, principal plus interest). Any remaining arrearage collections would then be allocated to the cases that have been submitted to IRS with certified "unassigned" arrearages based on each case's proportion of the total certified unassigned arrearages owed (i.e., never assigned, unassigned pre-assistance, and unassigned during assistance arrearages, principal plus interest).

.31 Internal Revenue Service tax intercept collections cannot be allocated to cases that are not certified to the IRS.



<b>12-415</b>	<b>ALLOCATION OF PAYMENTS IN MULTIPLE CASES (Continued)</b>	<b>12-415</b>
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**.4 Allocation of FTB Tax Intercept Collections**

Franchise Tax Board tax intercept collections shall be allocated to a noncustodial parent's multiple cases that have been certified to FTB for the tax intercept program based on the proration formula specified in Section 12-415.12.

.41 Franchise Tax Board tax intercept collections cannot be applied to cases that are not certified to FTB.

**.5 Allocation of Wage Assignment Collections**

Wage assignment collections from employers shall be allocated to a noncustodial parent's multiple cases that have an active wage assignment for the same employer using the proration formula specified in Section 12-415.12.

NOTE: Authority Cited: Sections 10553, 10554, 11457, 11475, and 11479.5, Welfare and Institutions Code. Reference: Sections 11350, 11350.1, 11475.1, and 11478.6, Welfare and Institutions Code; Sections 697.320, 697.330, 697.510, 699.010 et seq., 703.030, 704.130, 704.160, 706.030, 708.010, 708.303, and 708.740, Code of Civil Procedures; Sections 12419.5 and .8, Government Code; Sections 4012, 4560, 4570, 4610, and 4900 et seq., Family Code; Sections 19271 through 19274, Revenue and Taxation Code; 42 U.S.C. 657(a)(2)(B)(iv); 45 CFR 202.6; 45 CFR 303.71, .80, and .100(a)(5); Office of Child Support Enforcement Action Transmittal 97-13, Question 6; and Office of Child Support Enforcement Action Transmittal 97-17, Case Scenario 7.

<b>12-420</b>	<b>DISTRIBUTION HIERARCHY</b>	<b>12-420</b>
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**(a) Distribution Priorities of Single Status Current Assistance Cases - Regular Collections**

(1) Regular collections received on behalf of single status current assistance cases shall be distributed by the local child support agency in the following distribution priority order:

- (A) Current child support or family support
- (B) Current medical support
- (C) Current spousal support
- (D) Permanently assigned child or family support interest
- (E) Permanently assigned medical support interest
- (F) Permanently assigned spousal support interest
- (G) Permanently assigned child or family support arrears principal
- (H) Permanently assigned medical support arrears principal

<b>12-420</b>	<b>DISTRIBUTION HIERARCHY (Continued)</b>	<b>12-420</b>
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- (I) Permanently assigned spousal support arrears principal
  - (J) Temporarily assigned child or family support interest
  - (K) Temporarily assigned medical support interest
  - (L) Temporarily assigned spousal support interest
  - (M) Temporarily assigned child or family support arrears principal
  - (N) Temporarily assigned medical support arrears principal
  - (O) Temporarily assigned spousal support arrears principal
  - (P) Fees and costs interest
  - (Q) Fees and costs principal
  - (R) Futures
- (b) Distribution Priorities of Single Status Current Assistance Cases - IRS Tax Intercept Collections
- (1) Internal Revenue Service tax intercept collections received on behalf of single status current assistance cases, shall be distributed by the local child support agency in the priority order in Section 12-420(a), except that these collections cannot be applied to current support, fees and costs, or futures.
- (c) Distribution Priorities of Single Status Former Assistance Cases - Regular Collections
- (1) Regular collections received on behalf of single status former assistance cases shall be distributed by the local child support agency in the following distribution priority order:
- (A) Current child and family support
  - (B) Current medical support
  - (C) Current spousal support
  - (D) Never assigned child or family support interest
  - (E) Never assigned medical support interest
  - (F) Never assigned spousal support interest
  - (G) Never assigned child or family support arrears principal
  - (H) Never assigned medical support arrears principal
  - (I) Never assigned spousal support arrears principal
  - (J) Conditionally assigned child or family support interest
  - (K) Conditionally assigned medical support interest
  - (L) Conditionally assigned spousal support interest

<b>12-420</b>	<b>DISTRIBUTION HIERARCHY (Continued)</b>	<b>12-420</b>
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- (M) Conditionally assigned child or family support arrears principal
  - (N) Conditionally assigned medical support arrears principal
  - (O) Conditionally assigned spousal support arrears principal
  - (P) Unassigned pre-assistance child or family support interest
  - (Q) Unassigned pre-assistance medical support interest
  - (R) Unassigned pre-assistance spousal support interest
  - (S) Unassigned pre-assistance child or family support arrears principal
  - (T) Unassigned pre-assistance medical support arrears principal
  - (U) Unassigned pre-assistance spousal support arrears principal
  - (V) Permanently assigned child or family support interest
  - (W) Permanently assigned medical support interest
  - (X) Permanently assigned spousal support interest
  - (Y) Permanently assigned child or family support arrears principal
  - (Z) Permanently assigned medical support arrears principal
  - (AA) Permanently assigned spousal support arrears principal
  - (BB) Unassigned during assistance child or family support interest
  - (CC) Unassigned during assistance medical interest
  - (DD) Unassigned during assistance spousal support interest
  - (EE) Unassigned during assistance child or family support arrears principal
  - (FF) Unassigned during assistance medical support arrears principal
  - (GG) Unassigned during assistance spousal support arrears principal
  - (HH) Fees and costs interest
  - (II) Fees and costs principal
  - (JJ) Futures
- (d) Distribution Priorities of Single Status Former Assistance Cases - IRS Tax Intercept Collections
- (1) Internal Revenue Service tax intercept collections made on behalf of single status former assistance cases shall be distributed by the local child support agency in the following distribution priority order:
- (A) Permanently assigned child or family support interest
  - (B) Permanently assigned medical support interest

<b>12-420</b>	<b>DISTRIBUTION HIERARCHY (Continued)</b>	<b>12-420</b>
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- (C) Permanently assigned spousal support interest
- (D) Permanently assigned child or family support arrears principal
- (E) Permanently assigned medical support arrears principal
- (F) Permanently assigned spousal support arrears principal
- (G) Conditionally assigned child or family support interest
- (H) Conditionally assigned medical support interest
- (I) Conditionally assigned spousal support interest
- (J) Conditionally assigned child or family support arrears principal
- (K) Conditionally assigned medical support arrears principal
- (L) Conditionally assigned spousal support arrears principal
- (M) Unassigned pre-assistance child or family support interest
- (N) Unassigned pre-assistance medical support interest
- (O) Unassigned pre-assistance spousal support interest
- (P) Unassigned pre-assistance child or family support arrears principal
- (Q) Unassigned pre-assistance medical support arrears principal
- (R) Unassigned pre-assistance spousal support arrears principal
- (S) Unassigned during assistance child or family support interest
- (T) Unassigned during assistance medical support interest
- (U) Unassigned during assistance spousal support interest
- (V) Unassigned during assistance child or family support arrears principal
- (W) Unassigned during assistance medical support arrears principal
- (X) Unassigned during assistance spousal support arrears principal
- (Y) Never assigned child or family support interest
- (Z) Never assigned medical support interest
- (AA) Never assigned spousal support interest
- (BB) Never assigned child or family support arrears principal
- (CC) Never assigned medical support arrears principal
- (DD) Never assigned spousal support arrears principal

<b>12-420</b>	<b>DISTRIBUTION HIERARCHY (Continued)</b>	<b>12-420</b>
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(e) Distribution Priorities of Single Status Never Assistance Cases - Regular Collections

- (1) Regular collections received on behalf of never assistance cases shall be distributed by the local child support agency in the following priority order:
  - (A) Current child and family support
  - (B) Current medical support
  - (C) Current spousal support
  - (D) Never assigned child or family support interest
  - (E) Never assigned medical support interest
  - (F) Never assigned spousal support interest
  - (G) Never assigned child or family support arrears principal
  - (H) Never assigned medical support arrears principal
  - (I) Never assigned spousal support arrears principal
  - (J) Fees and costs interest
  - (K) Fees and costs principal
  - (L) Futures

(f) Distribution Priorities of Never Assistance Cases - IRS Tax Intercept Collections

- (1) Internal Revenue Service tax intercept collections received on behalf of never assistance cases shall be distributed by the local child support agency in the following priority order:
  - (A) Never assigned child or family support interest
  - (B) Never assigned medical support interest
  - (C) Never assigned spousal support interest
  - (D) Never assigned child or family support arrears principal
  - (E) Never assigned medical support arrears principal
  - (F) Never assigned spousal support arrears principal

(g) Distribution Priorities of Mixed Status Cases - Regular Collections

- (1) Regular collections received on behalf of mixed status cases shall be distributed by the local child support agency in the following priority order:

<b>12-420</b>	<b>DISTRIBUTION HIERARCHY (Continued)</b>	<b>12-420</b>
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- (A) Child and Family Support
- (B) Medical Support
- (C) Spousal Support
- (D) Never assigned child or family support interest
- (E) Never assigned medical support interest
- (F) Never assigned spousal support interest
- (G) Never assigned child or family support arrears principal
- (H) Never assigned medical support arrears principal
- (I) Never assigned spousal support arrears principal
- (J) Conditionally assigned child or family support interest
- (K) Conditionally assigned medical support interest
- (L) Conditionally assigned spousal support interest
- (M) Conditionally assigned child or family support arrears principal
- (N) Conditionally assigned medical support arrears principal
- (O) Conditionally assigned spousal support arrears principal
- (P) Unassigned pre-assistance arrearages child or family support interest
- (Q) Unassigned pre-assistance medical support interest
- (R) Unassigned pre-assistance spousal support interest
- (S) Unassigned pre-assistance child or family support arrears principal
- (T) Unassigned pre-assistance medical support arrears principal
- (U) Unassigned pre-assistance spousal support arrearages principal
- (V) Permanently assigned child or family support interest
- (W) Permanently assigned medical support interest
- (X) Permanently assigned spousal support interest
- (Y) Permanently assigned child or family support arrears principal
- (Z) Permanently assigned medical support arrears principal
- (AA) Permanently assigned spousal support arrears principal
- (BB) Temporarily assigned child or family support interest
- (CC) Temporarily assigned medical support interest
- (DD) Temporarily assigned spousal support interest

<b>12-420</b>	<b>DISTRIBUTION HIERARCHY (Continued)</b>	<b>12-420</b>
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- (EE) Temporarily assigned child or family support arrears principal
- (FF) Temporarily assigned medical support arrears principal
- (GG) Temporarily assigned spousal support arrears principal
- (HH) Unassigned during assistance child or family support interest
- (II) Unassigned during assistance medical support interest
- (JJ) Unassigned during assistance spousal support interest
- (KK) Unassigned during assistance child or family support arrears principal
- (LL) Unassigned during assistance medical support arrears principal
- (MM) Unassigned during assistance spousal support arrears principal
- (NN) Fees and costs interest
- (OO) Fees and costs principal
- (PP) Futures

(h) Distribution Priorities of Mixed Status Cases - IRS Tax Intercept Collections

- (1) Internal Revenue Service tax intercept collections made on behalf of mixed status cases shall be distributed by the local child support agency in the following priority order:
  - (A) Permanently assigned child or family support interest
  - (B) Permanently assigned medical support interest
  - (C) Permanently assigned spousal support interest
  - (D) Permanently assigned child or family support arrears principal
  - (E) Permanently assigned medical support arrears principal
  - (F) Permanently assigned spousal support arrears principal
  - (G) Temporarily assigned child or family support interest
  - (H) Temporarily assigned medical support interest
  - (I) Temporarily assigned spousal support interest
  - (J) Temporarily assigned child or family support arrears principal
  - (K) Temporarily assigned medical support arrears principal
  - (L) Temporarily assigned spousal support arrears principal
  - (M) Conditionally assigned child or family support interest

<b>12-420</b>	<b>DISTRIBUTION HIERARCHY (Continued)</b>	<b>12-420</b>
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- (N) Conditionally assigned medical support interest
  - (O) Conditionally assigned spousal support interest
  - (P) Conditionally assigned child or family support arrears principal
  - (Q) Conditionally assigned medical support arrears principal
  - (R) Conditionally assigned spousal support arrears principal
  - (S) Unassigned pre-assistance child or family support interest
  - (T) Unassigned pre-assistance medical support interest
  - (U) Unassigned pre-assistance spousal support interest
  - (V) Unassigned pre-assistance child or family support arrears principal
  - (W) Unassigned pre-assistance medical support arrears principal
  - (X) Unassigned pre-assistance spousal support arrears principal
  - (Y) Unassigned during assistance child or family support interest
  - (Z) Unassigned during assistance medical support interest
  - (AA) Unassigned during assistance spousal support interest
  - (BB) Unassigned during assistance child or family support arrears principal
  - (CC) Unassigned during assistance medical support arrears principal
  - (DD) Unassigned during assistance spousal support arrears principal
  - (EE) Never assigned child or family support interest
  - (FF) Never assigned medical support interest
  - (GG) Never assigned spousal support interest
  - (HH) Never assigned child or family support arrears principal
  - (II) Never assigned medical support arrears principal
  - (JJ) Never assigned spousal support arrears principal
- (i) Franchise Tax Board tax intercept collections and federal financial management services offset collections received, shall be distributed by the local child support agency in the distribution priority as a regular payment, except that these payments cannot be applied to futures.
- (j) Never Assistance Case - Medically Needy Only - Regular Collections
- (1) Current child and family support
  - (2) Current medical support



<b>12-420</b>	<b>DISTRIBUTION HIERARCHY (Continued)</b>	<b>12-420</b>
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- (3) Current spousal support
  - (4) Never assigned child or family support interest
  - (5) Never assigned medical support interest
  - (6) Never assigned spousal support interest
  - (7) Never assigned child or family support arrears principal
  - (8) Never assigned medical support arrears principal
  - (9) Never assigned spousal support arrears principal
  - (10) Conditionally assigned medical support interest
  - (11) Conditionally assigned medical support principal
  - (12) Permanently assigned medical support interest
  - (13) Permanently assigned medical support principal
  - (14) Fees and costs interest
  - (15) Fees and costs principal
  - (16) Futures
- (k) Never Assistance Case - Medically Needy Only - IRS Tax Intercept Collections
- (1) Permanently assigned medical support interest
  - (2) Permanently assigned medical support principal
  - (3) Conditionally assigned medical support interest
  - (4) Conditionally assigned medical support principal
  - (5) Never assigned child or family support interest
  - (6) Never assigned medical support interest
  - (7) Never assigned spousal support interest
  - (8) Never assigned child or family support arrears principal
  - (9) Never assigned medical support arrears principal
  - (10) Never assigned spousal support arrears principal

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**12-420 DISTRIBUTION HIERARCHY (Continued)****12-420**

NOTE: Authority Cited: Section 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Section 11477, Welfare and Institutions Code; Section 695.221, Code of Civil Procedure; Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193), Sections 457(a)(1) and (2) [42 U.S.C. 657(a)(1) and (2)]; Office of Child Support Enforcement Action Transmittal 97-17, Sections V, VI, and VIII, Questions 13, 15, 27, 28, 29, 30, 33, 42, and 45; and 45 CFR 302.52.

**12-425 WELFARE DISTRIBUTION PROCESS****12-425****(a) Time Frame**

- (1) The welfare distribution process shall be completed within 13 calendar days after the end of the aid and collection month.

**(b) Designated Agency**

- (1) The local child support agency may delegate another county agency to perform the welfare distribution process via a plan of cooperation.
  - (A) The local child support agency shall be responsible for ensuring that all distribution amounts are proper and the time frames are met for completing the welfare distribution process and disbursing disregards, pass-on, and excess payments to the family or to the foster care placement agency.
  - (B) The county welfare department is responsible for disbursing the disregard payments to the CalWORKs family.

**(c) Disregard Payment**

- (1) If a current support payment is received on behalf of a current assistance CalWORKs case (court ordered or voluntary), the local child support agency shall authorize up to the first \$50 of a collection as a "disregard payment."
  - (A) This payment shall be made to the assistance unit within the time frames set forth in Sections 12-108.51 and .511.
  - (B) The unreimbursed assistance pool must be reduced by any disregard amount authorized.

<b>12-425</b>	<b>WELFARE DISTRIBUTION PROCESS (Continued)</b>	<b>12-425</b>
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- (C) If the amount is less than \$50, the local child support agency shall authorize the entire amount as a disregard payment.
  - (D) When current support is received from more than one noncustodial parent for the collection month, only one disregard of up to \$50 shall be authorized as a payment to the family for the given month.
  - (E) When current support is received from one noncustodial on behalf of multiple current assistance cases, a disregard of up to \$50 for each assistance unit shall be authorized.
  - (F) Disregard payments shall be authorized in CalWORKs cases only. No disregard shall be authorized for a foster care case.
  - (G) When a direct payment is received, and the local child support agency has been notified that the maximum disregard has been authorized, no additional disregard shall be authorized for the collection month.
  - (H) If no current support payment is received during the collection month, a disregard cannot be authorized.
  - (I) This payment is a state-optional payment.
- (d) Current Recoupment
- (1) In a current assistance CalWORKs case, any amount of current child, family, or spousal support collected that remains after the amount distributed under Section 12-425(c) shall be retained by the county to reimburse, in whole or in part, the aid payment for that month, and any past aid payments made to the family which have not been otherwise reimbursed.
  - (2) In a current assistance federal foster care case, any amount of current child support collected shall be retained by the county to reimburse in whole or in part the aid payment for that month.
  - (3) In a current assistance nonfederal foster care case, any amount of current child support collected shall be retained by the county to reimburse, in whole or in part, the aid payment for that month and any past aid payments made to the child which have not been otherwise reimbursed.
  - (4) Of the amount retained in Section 12-425(d)(1), (2), or (3), the local child support agency shall reimburse the state and federal governments according to the repayment sharing rates provided annually by the Department.

**12-425 WELFARE DISTRIBUTION PROCESS (Continued)****12-425****(e) Pass-On****(1) Federal Foster Care**

- (A) In a federal foster care case, the amount of current support collected that is in excess of the amount required to be distributed under Section 12-425(d) and which represents payment on the required support obligation for the month of collection up to the difference between the aid payment in the month of collection and the court ordered amount for the same month shall be paid to the county welfare department to be placed in trust for the child or used in the best interest of the child, as determined by the county welfare department.
- (B) If the court order amount is less than such aid payment or there is no court order, no amount shall be paid to the county welfare department on behalf of the federal foster care child.
- (C) Pass-on is not a state optional payment and does not reduce the unreimbursed assistance pool.
- (D) This payment must be paid within the disbursement time frames specified in Section 12-108.

**(2) All Other Aid Programs**

- (A) No pass-on payments shall be authorized for a CalWORKs case.
- (B) No pass-on payments shall be authorized for a nonfederal foster care case.

**(f) Current Excess**

- (1) In CalWORKs cases, the amount of current support that is in excess of the amount required to be distributed under Sections 12-425(c) and (d) and which is in excess of the total unreimbursed assistance pool amount, shall be paid to the family as an excess payment.
- (2) In nonfederal foster care cases, the amount of current support that is in excess of the amount required to be distributed under Section 12-425(d) and which is in excess of the total unreimbursed assistance pool amount, shall be paid to the county welfare department to be placed in trust for the child or used in the best interest of the child, as determined by the county welfare department.

**(g) Unreimbursed Assistance Pool Adjustment**

- (1) Any state optional payments, as determined by the Department, paid to the CalWORKs family shall reduce the remaining unreimbursed assistance pool balance after the distribution of the current support payment.

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**12-425 WELFARE DISTRIBUTION PROCESS (Continued)****12-425**

- (A) The adjustment to the unreimbursed assistance pool cannot reduce the unreimbursed assistance pool balance less than zero.

(h) Arrears Recoupment

- (1) Any amount of child, family, or spousal support collected that represents payment on arrearages shall be retained by the county as reimbursement of the adjusted unreimbursed assistance pool amount specified in Section 12-425(g).

- (A) Of the amount retained, the county shall reimburse the state and federal governments according to the repayment sharing rates provided annually by the Department.

(i) Excess

- (1) Any amounts collected which remain after the amounts distributed under Section 12-425(h) shall be paid to the family in a current assistance CalWORKs case or sent to the county welfare department to be placed in trust for the foster care child or used for the benefit of the foster care child, as determined by the county welfare department based on the child's best interests.

- (A) Excess payments must be made within the time frames specified in Section 12-108.

(j) Maximum Reimbursement

- (1) The maximum amount the county may retain as reimbursement of aid is the amount of the total support obligation owed for the period(s) in which the family was on CalWORKs that has been permanently assigned, plus any payments on the required support obligation for months prior to the period in which the family was on CalWORKs that is temporarily or conditionally assigned.

- (A) Reimbursement with conditionally assigned arrearages shall be made only with IRS tax intercept collections.

- (B) In no instance shall reimbursement exceed the unreimbursed assistance pool.

- (C) The county shall reimburse the state and federal governments according to the repayment sharing rates provided annually by the Department.

(k) Futures

- (1) Any amounts collected as support which represent payment on the required support obligation for future months shall be held from distribution/disbursement and treated as if it were collected in such future months.

- (A) No such amount shall be applied to future months unless amounts have been collected which fully satisfy the support obligation assigned pursuant to Section 12-410 for the current month and all past months.
  - (B) If a future obligation does not exist or is expected not to exist, this excess is an invalid payment and shall be returned to the noncustodial parent.
- (l) Futures Returned to Payor
  - (1) Any amounts remaining in the account of the payor at the time aid is terminated shall be returned to the payor when the custodial parent cannot be located and the requirements in Section 12-430(k)(1)(A) have been satisfied.
- (m) Identification of Payments
  - (1) Any amounts paid to the family pursuant to Sections 12-425(c) and (i) shall be identified as a child support payment and not as an aid payment. Amounts paid under Section 12-425(c) must be identified and paid pursuant to instructions in Section 25-370.
    - (A) All support payments made to a CalWORKs assistance unit under this section shall be made to the resident parent, caretaker relative, or legal guardian having legal custody of or responsibility for the child for whom the support was received.
    - (B) No payments shall be made to the family in foster care cases. Any payments made on behalf of a foster care child, pursuant to Section 12-425(i), shall be made to the county welfare department to be held in trust for the foster care child or used for the benefit of the foster care child, as determined by the county welfare department based on the child's best interest.
- (n) Unpaid Support Obligations
  - (1) After discontinuance of CalWORKs or foster care, the local child support agency will continue to attempt to collect on any unpaid support obligation that occurred under an assignment pursuant to Section 12-410.
    - (A) Any child, family and spousal support collections applied to the permanently assigned arrearages and IRS tax intercept collections applied to the conditionally assigned arrearages shall be used to reimburse any amounts of past aid which have not been reimbursed under Section 12-425(h).
      - 1. These collections shall be reimbursement to the county, state, and federal governments according to the repayment sharing rates provided annually by the Department.
- (o) Information to the County Welfare Department



<b>12-425</b>	<b>WELFARE DISTRIBUTION PROCESS (Continued)</b>	<b>12-425</b>
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- (1) The local child support agency is responsible for ensuring that all distribution amounts are proper and the time frames are met for disbursing payments to families and on behalf of foster care cases.
- (2) The county welfare department is responsible for disbursing the disregard payments to the family within the required time frames.
- (3) The local child support agency shall notify the county welfare department each month of the current support collection amount and the date the payment was received within 10 working days from the end of the collection month.
- (4) When the county welfare department is the designated agency for distributing collections made on behalf of current and former aid cases, the local child support agency shall provide the county welfare department with sufficient information to properly distribute the support payment received with sufficient time for the county to process payments to CalWORKs families, and payments on behalf of foster care cases within the time frame requirements in Section 12-108.
- (5) When the county welfare department disburses disregard payments, the local child support agency shall provide the amount of disregard authorized in sufficient time for the county welfare department to make appropriate disregard payments in accordance with the time frame requirements specified in Section 12-108.

NOTE: Authority Cited: Sections 17310 and 17312, Family Code. Reference: Section 17504, Family Code; Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193), Sections 457(a)(1) and (2) [42 U.S.C. 657(a)(1) and (2)]; Balanced Budget Act of 1996 Sections 5532(c) and 5547; Office of Child Support Enforcement Action Transmittal 97-13, Question and Answer 70; Office of Child Support Enforcement Action Transmittal 97-17, Sections I(f), II(a), III(b)(2), IV(a) and (b), V, VI, VI(b) and (c), and VIII, Questions 2 through 7, 10, 14, 15, 20, 22, 23, 24, and 30; 45 CFR 302.33(a)(2) and .52; and 45 CFR 304.21 and .22.

<b>12-430</b>	<b>CHILD/FAMILY/MEDICAL/SPOUSAL SUPPORT DISBURSEMENT REQUIREMENTS</b>	<b>12-430</b>
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(a) Disbursement Time Frames

- (1) Disbursements of support payments made to the family must be made within the disbursement time frame requirements specified in Section 12-108.

<b>12-430</b>	<b>CHILD/FAMILY/MEDICAL/SPOUSAL SUPPORT DISBURSEMENT REQUIREMENTS (Continued)</b>	<b>12-430</b>
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(b) Child, Family, and Spousal Support Collections in Current Assistance Cases

- (1) In current assistance cases, collections that are applied to current child/family and spousal support obligations, permanently and temporarily assigned child/family and spousal support arrears interest and principal must go through the welfare distribution process pursuant to Section 12-425.
  - (A) Payments to the CalWORKs family and payments made on behalf of foster care case, pursuant to Section 12-425, must be paid within the time frames specified in Section 12-108.
  - (B) Any medical support collections on the permanently, temporarily assigned arrearages, and IRS collections applied to the conditionally assigned arrearages shall be paid to the Department of Health Services.
  - (C) No payments shall be made to the family in current assistance foster care cases. Payments to the foster care case shall be transmitted to the county welfare department to be placed in trust for the child or used in the best interest of the child, as determined by the county welfare department.

(c) Medical Support Collections in Current Assistance Cases

- (1) In current assistance cases, collections that are applied to current medical support obligations, permanently assigned medical support arrears interest and principal, temporarily assigned medical support arrearages interest and principal, and conditionally assigned medical support arrearages interest and principal from an IRS tax intercept collection, shall be paid to the Department of Health Services.

(d) Futures In Current Assistance Cases

- (1) In current assistance cases, collections that are applied to futures shall be held by the local child support agency for distribution when the noncustodial parent does not make current support payments when due.
  - (A) The noncustodial parent will be credited for any future payments held for distribution and disbursement in a future month.

<b>12-430</b>	<b>CHILD/FAMILY/MEDICAL/SPOUSAL SUPPORT DISBURSEMENT REQUIREMENTS (Continued)</b>	<b>12-430</b>
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- (e) Unassigned Child, Family, Medical, and Spousal Support Collections in Former and Never Assistance Cases
  - (1) In former and never assistance cases, collections that are applied against the current support obligations, unassigned pre-assistance arrearages interest and principal, unassigned during assistance arrearages interest and principal, and/or never assigned arrearages interest and principal shall be paid to the family.
- (f) Assigned Child, Family, and Spousal Support Collections in Former Assistance Cases
  - (1) In former assistance cases, collections that are applied against the permanently assigned child/family and spousal support arrearages including interest and principal shall go through the welfare distribution process pursuant to Section 12-425.
    - (A) In former assistance cases, regular collections that are applied against the conditionally assigned child, family, medical, and spousal support arrears interest and principal must be paid to the family.
    - (B) In former assistance cases, IRS tax intercept collections that are applied against the conditionally assigned child, family, and spousal support arrears interest and principal shall go through the welfare distribution process pursuant to Section 12-425.
- (g) Assigned Medical Support Collections in Former Assistance and Never Assistance Cases
  - (1) In former assistance cases and never assistance cases where there is an assignment for medical support, collections that are applied to permanently assigned arrearages interest and principal, and conditionally assigned medical support arrears interest and principal from an IRS tax intercept collection, shall be paid to the Department of Health Services.
  - (2) In former assistance and never assistance cases where there is an assignment for medical support, collections that are applied to conditionally assigned medical support arrears interest and principal from a regular collection, shall be paid to the family.
- (h) Futures in Former Assistance and Never Assistance Cases
  - (1) In former assistance and never assistance cases, collections that are applied against futures shall be paid to the family.
    - (A) The noncustodial parent shall be credited for any future payments paid to the family.
- (i) Fees and Costs
  - (1) Collections that are applied to fees and costs interest and principal shall be reported as an abatement on the CS 356.2 of the local child support agency's child support expenditure and certification claim, CS 356 series reports.

<b>12-430</b>	<b>CHILD/FAMILY/MEDICAL/SPOUSAL SUPPORT DISBURSEMENT REQUIREMENTS (Continued)</b>	<b>12-430</b>
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(j) Whole Dollar Amounts

- (1) For purposes of this section, the local child support agency may round off the support payments to the nearest whole dollar amounts.
- (2) If the local child support agency elects to round support payments, the rounding must be consistent for all cases.
- (3) When the amount to be disbursed is not a whole dollar amount and the county elects to perform rounding, the amount may:
  - (A) Be rounded down when the amount is 49 cents or less, and
  - (B) Rounded up when the amount is 50 cents or greater.

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1. For example, if the support collected is \$259.49, the county may round this amount to \$259. If the support collected is \$259.75, the county may round this amount to \$260.

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(k) Treatment of Undeliverable and Uncashed Warrants

- (1) The local child support agency must treat undeliverable warrants in accordance with the requirements in Welfare and Institutions Code Section 11475.3.
  - (A) Welfare and Institutions Code Section 11475.3 requires that when a payment made to the family under Sections 12-425(c) and (i) and Sections 12-430(e), (f)(1), (g), and (h) is undeliverable, because the recipient cannot be located, the local child support agency shall make all reasonable efforts, and appropriate locate sources as specified in Section 12-104.121(a), to locate the obligee for a period of six months.
    1. If the local child support agency is unable to locate the family within the six month period, the payment shall be returned to the payor with a written notice advising the payor of the following information:
      - (i) The returned funds shall not relieve the payor of the support ordered obligation, and
      - (ii) The payor should consider placing the funds aside for the purposes of support in case the family appears and seeks payment.

<b>12-430</b>	<b>CHILD/FAMILY/MEDICAL/SPOUSAL SUPPORT DISBURSEMENT REQUIREMENTS (Continued)</b>	<b>12-430</b>
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2. No interest shall accrue on any past due support for which the payor has made payment to the local child support agency for the six month period, or on any amounts due thereafter until the family is located as long as the local child support agency has returned the funds due to the inability to locate the family.
- (2) When a warrant which is sent to the family pursuant to Sections 12-425(c) and (i) and Sections 12-430(e), (f)(1), (g), and (h) is uncashed, the local child support agency shall take the following actions:
  - (A) Declare the check void six months after issuance, and
  - (B) Hold the funds in stewardship for two years after the warrant is declared void. Government Code Section 29802 gives the payee this period of time to seek payment from the issuing agency. At the end of the two-year period, if no payment has been claimed, the funds revert to the county general fund.
  - (C) Funds that revert to the county general fund, pursuant to Section 12-430(k)(2)(B), shall be reported on the CS 820, and as an abatement on the CS 356.2 of the local child support agency's quarterly administrative expenditure claim.

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- (3) Returning Excess Intercepts

Excess intercept collections shall be treated in accordance with Section 12-713.

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NOTE: Authority Cited: Sections 17310 and 17312, Family Code. Reference: Section 14008.6, Welfare and Institutions Code; Section 29802, Government Code; 42 CFR 433.146; Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193), Section 454B(c)(1) [42 U.S.C. 654B(c)(1)], Section 455(d) [42 U.S.C. 655(d)], and Sections 457(a)(1) and (2) [42 U.S.C. 657(a)(1) and (2)]; Balanced Budget Act of 1997 (P.L. 105-33), Section 5532(b) (conforming amendments in Section 457(a)(6)) [42 U.S.C. 657(a)(6)]; Office of Child Support Enforcement Action Transmittal 97-13, Question 70; and Office of Child Support Enforcement Action Transmittal 97-17, Sections I, V, VI, and VII, and Questions 22 and 41.

<b>12-435</b>	<b>CHILD/FAMILY AND SPOUSAL SUPPORT MONTHLY REPORTS</b>	<b>12-435</b>
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Repealed by regulation package R-6-01E, effective 9/6/01.

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**CHAPTER 12-500 FRANCISE TAX BOARD (FTB) CHILD SUPPORT  
COLLECTION PROGRAM REGULATIONS**

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**CHAPTER 12-500 FRANCHISE TAX BOARD (FTB) CHILD SUPPORT COLLECTION PROGRAM REGULATIONS****12-501 DEFINITIONS**

- .1 Definitions of terms used in Chapter 12-500, which are common to the Child Support Enforcement Program, are found at Sections 12-101, 12-301, 12-601, and 12-701.
- .2 When used as a term specific to Chapter 12-500:
- (a) Reserved
  - (b) Reserved
  - (c) (1) "Compliance with a judgement or order for support" means that, as set forth in a judgement or order for child or family support: the obligor is no more than 30 calendar days in arrears in making payments in full for current support; or is making periodic payments in full, whether court-ordered or by agreement with the district attorney, on a support arrearage; or is making periodic payments in full, whether court-ordered or by agreement with the district attorney, on a judgement for reimbursement for public assistance; or has obtained a judicial finding that equitable estoppel as provided in statute or case law precludes enforcement of the order.
  - (d) Reserved
  - (e) Reserved
  - (f) (1) A Franchise Tax Board (FTB) Child Support Collection Program  $\cong$  -- means the program whereby district attorneys refer child support cases to the FTB for collection in the same manner the FTB collects delinquent tax obligations. The FTB Child Support Collection Program is distinct and separate from the FTB Tax Refund Intercept Program regulated at Chapter 12-700.
  - (g) Reserved
  - (h) (1) A Hardship  $\cong$  -- For purposes of administering the FTB Child Support Collection Program, is defined in Revenue and Taxation Code Section 19271(d).

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- (A) Revenue and Taxation Code Section 19271(d) defines hardship to mean a collection action that would cause undue financial hardship to the obligated parent, would threaten the health or welfare of the obligated parent or his or her family, or would cause undue irreparable loss to the obligated parent.

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- (i) Reserved
- (j) Reserved
- (k) Reserved
- (l) Reserved
- (m) Reserved
- (n) Reserved
- (o) Reserved
- (p) Reserved
- (q) Reserved
- (r) Reserved
- (s) (1) ASuspend Collection Action≡ -- means that a wage levy, bank levy, or other collection action will remain in effect, but the FTB will not collect from those sources until further instructions are provided by the district attorney.

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- (A) Example 1: To suspend collection action on a bank levy, the FTB informs the financial institution to Afreeze an account for the amount of the levy. The bank will not withdraw funds from that account until it receives instructions from the FTB, and the noncustodial parent cannot withdraw the frozen funds.
- (B) Example 2: To suspend collection action on a wage levy, the FTB informs the employer that the wage levy is enforceable, but wages should not be withheld until the employer is provided with further instructions from the FTB.

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- (t) Reserved
- (u) Reserved
- (w) Reserved
- (x) Reserved
- (y) Reserved
- (z) Reserved

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Section 11350.6, Welfare and Institutions Code; 45 CFR 302.12; and Sections 19271 and 19271.5(a), Revenue and Taxation Code.

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CHILD SUPPORT PROGRAM		
Regulations	FTB CHILD SUPPORT COLLECTION PROGRAM	12-510 (Cont.)
12-505	GENERAL REQUIREMENTS	12-505
.1	District attorneys shall refer child support cases to the FTB Child Support Collection Program for collection in accordance with the provisions of Section 12-510.	
.2	District attorneys who apply for, and are granted an exemption from participating in the FTB Child Support Collection Program pursuant to Section 19271(k) of the Revenue and Taxation Code are not subject to any of the requirements of Chapter 12-500, et seq.	
.3	The county district attorney shall exchange program information with the FTB in the manner agreed to by the FTB and the district attorney.	
.4	The district attorney shall distribute all collections received from the FTB Child Support Collection Program in accordance with Sections 12-101, 12-108, and 12-225.	
.5	Following the referral of a case to the FTB, a district attorney shall continue to be responsible for complying with state and federal Title IV-D Child Support Program requirements.	
.6	A district attorney may withdraw a case referred to the FTB when the conditions specified in Section 12-510.3 or Section 12-510.4 exist.	
NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: 45 CFR 303 et seq.; and Sections 19271 and 19272(c), Revenue and Taxation Code.		
12-510	CASE SUBMISSION STANDARDS	12-510
.1	The district attorney shall refer any Title IV-D case which meets the following criteria:	
.11	Payment due has not been received following the expiration of 90 days from the date payment is due.	
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.111	As referenced in 45 CFR 303.6 and Section 12-107 where partial payments are addressed, the time frame for counting the 90 days would begin when an amount equal to at least one month's support is delinquent.	
.112	As referenced in Section 12-510.52, current FTB policy requires district attorneys to submit balance updates at least monthly.	
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<b>12-510</b>	<b>CASE SUBMISSION STANDARDS</b>	<b>12-510</b>
	(Continued)	

- .12 If there is a child support delinquency at the time the case is opened by the district attorney, the case shall be referred to the Franchise Tax Board no later than 90 days after the receipt of the case by the district attorney.
- .13 The case does not meet the exemption criteria specified in Section 12-510.3 or Section 12-510.4.
- .2 The district attorney may refer any Title IV-D case which meets the following criteria:
  - .21 The case contains a child support order and either of the following:
    - .211 The case contains a child support obligation that is 30 days or more past due; or
    - .212 The case is not delinquent, subject to the restrictions of Section 19271.5 of the Revenue and Taxation Code.
- .3 A district attorney shall not refer delinquent cases that conform to the provisions of Revenue and Taxation Code Section 19271(e)(3).

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- .31 Revenue and Taxation Code Section 19271(e)(3) states that the district attorney shall not refer or the FTB collect on delinquent cases referred to the FTB Child Support Collection Program if the following conditions exist: 1) a court has ordered an obligor to make scheduled payments on a child support arrearages obligation and 2) the obligor is in compliance with a judgement or order for support as defined in Section 12-501.2(c)(1).

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- .4 A case that meets the criteria specified in Section 12-510.1 need not be referred to FTB if any of the following conditions exist:
  - .41 An earnings assignment order or a notice of assignment has been served on the obligated parent's employer and court-ordered support is being paid pursuant to the earnings assignment order or the notice of assignment, or at least 50 percent of the obligated parent's earnings are being withheld for support.
  - .42 A jurisdiction outside this state is enforcing the support order.

<b>12-510</b>	<b>CASE SUBMISSION STANDARDS (Continued)</b>	<b>12-510</b>
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- .5 After referring a case, the district attorney shall provide the FTB with balance updates in accordance with the FTB's criteria for submitting that information specified in the AChild Support Collection Program County Minimum Requirements.≡

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- .51 Current FTB policy requires that, subsequent to the referral of a case, a district attorney shall notify the FTB within two working days of becoming aware of a case balance decrease of 25 percent, or \$1,000, whichever is greater.
- .52 Current FTB policy requires district attorneys to submit balance updates at least monthly.

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Regulations	CHILD SUPPORT PROGRAM FTB CHILD SUPPORT COLLECTION PROGRAM	12-515 (Cont.)
12-510	CASE SUBMISSION STANDARDS (Continued)	12-510
NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Section 11350.6, Welfare and Institutions Code; Sections 19271(a) and (e) and 19271.5, Revenue and Taxation Code; and Section 4722(a), Family Code.		
12-515	COMPLAINTS	12-515
.1	When the FTB or a noncustodial parent contacts the district attorney pertaining to a noncustodial parent's complaint that he/she conforms to the provisions of Section 12-510.3, the district attorney shall take the following action(s):	
.11	If the district attorney is unable to determine whether the conditions of Section 12-510.3 are met within one working day, the district attorney shall immediately notify the FTB to temporarily suspend collection action on the case until further instructions are provided.	
.12	If the complaint is determined to be valid, the district attorney shall notify the FTB to cease all collection action and immediately return the case.	
.2	If a noncustodial parent requests relief from collection of his or her support obligation through the FTB Child Support Collection Program because of a claim of hardship, the district attorney shall review the case and make a determination on the hardship claim as follows:	
.21	The burden of producing evidence in support of a claim of hardship shall be on the noncustodial parent.	
.22	Upon initial contact from the noncustodial parent, the district attorney shall inform him or her of the following:	
.221	That the noncustodial parent is responsible for providing any documentation, if requested, that is necessary for the district attorney to make a hardship determination; and	
.222	That the claim of hardship may be denied if documentation requested by the district attorney is not provided within a reasonable time, not to exceed 15 days of the date of the request.	
.23	The noncustodial parent shall be informed that the district attorney will attempt to make a determination concerning the claim of hardship within five working days of receipt of the claim and the requested documentation, and that the five-day time frame begins upon the district attorney's receipt of the requested documentation.	
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12-515 (Cont.)	CHILD SUPPORT PROGRAM FTB CHILD SUPPORT COLLECTION PROGRAM	Regulations
12-515	COMPLAINTS (Continued)	12-515
	<p data-bbox="402 142 1328 180">.24 To make a determination about a claim of hardship, the district attorney shall:</p> <p data-bbox="402 212 1328 249">.241 Review documentation provided by the noncustodial parent.</p> <p data-bbox="402 281 1328 348">.242 Consider the examples of circumstances evidencing hardship provided in Family Code Section 4071.</p> <p data-bbox="402 380 1328 522">.25 If the district attorney cannot make a determination of the claim of hardship within five working days of receiving documentation from the noncustodial parent, the district attorney shall advise the FTB to suspend collection action until further notice. (See definition of ASuspend Collection Action≡ at Section 12-501.2(s)(1).)</p> <p data-bbox="402 554 1328 716">.26 The district attorney shall make a determination on a claim of hardship, in compliance with Section 706.075 of the Code of Civil Procedure, within 15 days of receiving the claim and the requested documentation, or the district attorney must withdraw the case from the FTB Child Support Collection Program until such time that the hardship determination is made.</p> <p data-bbox="402 747 1328 856">.261 If a delay of a determination of a claim of hardship is due to the noncustodial parent=s failure to provide the requested documentation, the district attorney may proceed with collection action on the case.</p> <p data-bbox="402 888 1328 1024">.262 If it is determined that a hardship exists, the district attorney may withdraw the case, notify the FTB to reduce the amount of money being withheld through a wage levy, and/or reduce the amount of money to be withheld from a lump sum levy.</p> <p data-bbox="402 1056 1328 1192">(a) The FTB shall be informed of the hardship determination and any changes in collection action within five working days of the date of the determination, or by the last day of the 15-day time frame defined at Section 12-515.26, whichever occurs first.</p> <p data-bbox="402 1224 1328 1333">.263 The noncustodial parent shall be notified in writing of the results of the district attorney=s determination within 15 working days of that determination.</p> <p data-bbox="402 1365 1328 1528">(a) The notice shall include information concerning the noncustodial parent=s right to seek a review of the district attorney=s determination in court, and shall include information pertaining to any time limits within which a request for review must be filed with the court.</p> <p data-bbox="191 1560 1328 1692">.3 If a noncustodial parent challenges the referral of his or her case to the FTB Child Support Collection Program because of a dispute about the existence of, or the amount of, a past due balance, the district attorney shall make a determination about the disputed balance in accordance with the following:</p>	

Regulations	CHILD SUPPORT PROGRAM FTB CHILD SUPPORT COLLECTION PROGRAM	12-515 (Cont.)
<b>12-515</b>	<b>COMPLAINTS</b> (Continued)	<b>12-515</b>
.31	The burden of producing evidence concerning a disputed balance shall be on the noncustodial parent.	
.32	Upon initial contact from the noncustodial parent, the district attorney shall inform him or her of the following:	
.321	That the noncustodial parent is responsible for providing any documentation or proof of payment, if requested, that is necessary for the district attorney to make a determination about the disputed balance; and	
.322	That the challenge to the existence of, or the amount of, a past due balance may be denied if documentation requested by the district attorney is not provided within a reasonable time, not to exceed 15 days from the date of the request.	
.33	The noncustodial parent shall be informed of the following:	
.331	That the district attorney will attempt to make a determination about the existence of, or the amount of, a past due balance within five working days of receipt of the claim and the requested documentation or proof of payment; and	
.332	That the five-day time frame begins upon the district attorney=s receipt of the requested documentation.	
.34	To make a determination about the existence of, or the amount of, a disputed balance, the district attorney shall review documentation provided by the noncustodial parent and review the noncustodial parent=s case file payment history.	
.341	If the district attorney cannot determine whether a past due balance exists within five working days of receipt of documentation from the noncustodial parent, the district attorney shall advise the FTB to suspend collection action until further notice. (See definition of ASuspend Collection Action≡ at Section 12-501.2(s)(1).)	
(a)	The district attorney shall make a determination concerning the disputed past due balance, in compliance with Code of Civil Procedure Section 706.075, within 15 days of initial contact from the noncustodial parent and receipt of all requested documentation, or the district attorney must withdraw the case from the FTB Child Support Collection Program until such time that a determination is made concerning the disputed past due balance.	
(b)	If it is determined that no past due balance exists, the district attorney shall immediately withdraw the case from the FTB Child Support Collection Program.	
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- .342 If the district attorney cannot make a determination about a disputed portion of a past due balance within five working days of receipt of documentation from the noncustodial parent, the district attorney shall advise the FTB to suspend collection action on the disputed amount until further notice. (See definition of ASuspend Collection Action≡ at Section 12-501.2(s)(1).)
- (a) Within 15 days of initial contact from the noncustodial parent and receipt of all requested documentation, the district attorney shall make a determination concerning the disputed portion of a past due balance, or the district attorney must notify the FTB of a decrease in the past due balance proportionate to the disputed balance amount by the last day of the 15-day time frame.
- (b) If it is determined that the past due balance is less than the balance amount referred to the FTB, the district attorney shall inform the FTB of the balance decrease within five working days of the date of the determination, or by the last day of the 15-day time frame defined at Section 12-515.342(a), whichever occurs first.
- .35 If a determination concerning the existence of, or the amount of, a disputed balance is delayed due to the noncustodial parent=s failure to provide requested documentation or proof of payment, the district attorney may proceed with collection action on the case.
- .36 The noncustodial parent shall be notified in writing of the results of the district attorney=s determination within 15 working days of that determination.
- .361 The notice shall include information concerning the noncustodial parent=s right to seek a review of the district attorney=s determination in court, and shall include information pertaining to any time limits within which a request for review must be filed with the court.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: 45 CFR 303.72; Section 19271, Revenue and Taxation Code; Section 12419.5, Government Code; Sections 706.051 and 706.075, Code of Civil Procedure; and Section 4071, Family Code.

12-520	OVER COLLECTIONS	12-520
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- .1 If a collection occurs in excess of the past due balance amount, and state and federal support distribution requirements are satisfied, the district attorney shall reimburse the over paid amount to the noncustodial parent.
  - .11 The reimbursement shall be issued within 15 working days of the day the district attorney determined the amount due the noncustodial parent.
  - .12 When an over collection is refunded to the noncustodial parent and is returned by the post office as undeliverable, the district attorney shall:
    - .121 Attempt to find a current address through standard locate sources.
    - .122 Deposit and retain the undeliverable over collection in a trust fund until one of the following occurs:
      - (a) The location of the noncustodial parent becomes known to the district attorney and the amount of the over collection is refunded to the noncustodial parent; or
      - (b) The undeliverable over collection has remained in the trust fund for three years.

NOTE: Authority cited: Sections 10553, 10554, 11475, and 11479.5, Welfare and Institutions Code. Reference: Section 50050, Government Code.

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**CHAPTER 12-600 REAL PROPERTY LIENS**

**12-601 DEFINITIONS**

**12-601**

Repealed by rulemaking package R-9-02-E, effective 10/21/02.



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Repealed by rulemaking package R-9-02-E, effective 10/21/02.

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Repealed by rulemaking package R-9-02-E, effective 10/21/02.

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Repealed by rulemaking package R-9-02-E, effective 10/21/02.

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Repealed by rulemaking package R-9-02-E, effective 10/21/02.

**CHILD SUPPORT PROGRAM  
FTB INTERCEPT REGULATIONS**

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When used in these regulations, unless the context otherwise indicates:

- (a) (1) Adult disabled children -- means while a minor, was determined to be disabled under Title II or Title XVI of the Social Security Act.
- (2) Affidavit -- means a sworn statement in writing made under oath or an affirmation before an authorized officer.
- (3) Arrearages -- means unpaid child support payments for past periods owed by a parent who is obligated by court order to pay.
- (4) Assignment of Support Rights -- means an assistance eligibility requirement whereby all applicants/recipients must assign to the state all rights to support paid in their behalf or in behalf of a dependent child for whom assistance is sought or paid.
- (5) Assistance -- means recipient of California Work Opportunity and Responsibility to Kids (CalWORKs), Foster Care, former recipient of Aid to Families with Dependent Children (AFDC), and any federally funded program paid under Title IV-A of the Social Security Act.
- (b) Reserved
- (c) (1) Certify -- means to vouch formally under penalty of perjury for the accuracy of facts by a signed writing.
- (2) Child Support -- means a legally enforceable obligation assessed against an individual for the support of a dependent child.
- (3) Custodial Parent -- means the person with legal custody under a court order.
- (d) (1) Disability -- means the inability to do any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months.
- (2) District Attorney -- means the single organization unit located in the office of the district attorney (County Family Support Division) in each California county charged with the responsibility for enforcement of support orders.
- (e) Reserved

CHILD SUPPORT PROGRAM FTB INTERCEPT REGULATIONS		Regulations
12-701 (Cont.)		
<b>12-701</b>	<b>DEFINITIONS (Continued)</b>	<b>12-701</b>
(f)	(1) Federal Aid Categories -- means those aid programs established under CalWORKs in which there is an assignment of support rights: CalWORKs Family Group, CalWORKs Legal Immigrants Family Group, CalWORKs Unemployed, CalWORKs Legal Immigrants Unemployed, Foster Care, Federal/Foster Care Voluntary, Emergency Assistance, Unemployed, and Emergency Assistance Foster Care.	
	(2) Financial Management Services (FMS) -- means the federal government agency responsible for collecting federal income taxes and administering the federal administration offset program. On January 1, 1999, the federal income tax refund offset program was transferred from the Internal Revenue Service (IRS) to the federal Department of the Treasury's FMS.	
	(3) Franchise Tax Board (FTB) -- means the state government agency in California responsible for collecting state income taxes.	
(g)	Reserved	
(h)	Reserved	
(i)	(1) Initiating State -- means the state in which a Uniform Interstate Family Support Act (UIFSA) proceeding is commenced and where the noncustodial (NCP) or custodial parent is located.	
	(2) Intercept -- means an amount of money taken from an obligated parent's state or federal income tax refund to satisfy a child support debt.	
	(3) Intercounty Cases -- means those cases in which another California county is involved in the tax intercept either as the submitting county or the county where the child support order was issued.	
	(4) Interstate Cases -- means those cases in which another state is involved in the tax intercept either as the submitting state or the state where the child support order was issued.	
(j)	Reserved	
(k)	Reserved	
(l)	Reserved	
(m)	(1) Medical needy only -- means any individual who has been determined eligible for or is receiving Medi-Cal under Title XIX of the Social Security Act, but is not receiving, nor deemed to be receiving aid under Title IV-A or IV-E of the Act.	
(n)	(1) Non-assistance -- means a Title IV-D case that is not currently receiving assistance under CalWORKs (which includes the legal immigrant program), Foster Care, and any federally funded program paid under Title IV-A of the Social Security Act.	
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12-701	DEFINITIONS (Continued)	12-701
	<p>(2) Noncustodial parent (NCP) -- means any individual who does not have primary physical custody of the child(ren) and who is legally responsible for providing financial support for the dependent child(ren).</p> <p>(3) Non-Federal Aid Categories -- means those non-assistance programs established under CalWORKs in which there is an assignment of support rights: CalWORKs Family Group, Non-Federal; CalWORKs Legal Immigrants Family Group, Non-Federal; CalWORKs Unemployed, Non-Federal; CalWORKs Legal Immigrants Unemployed, Non-Federal; and Foster Care, Non-Foster.</p> <p>(o) (1) Obligation -- means the amount of money to be paid as support by the absent or custodial parent pursuant to the terms of the court order.</p> <p>(2) Order -- means a direction of a magistrate, judge, or properly empowered administrative officer to a person, made or entered in writing.</p> <p>(p) Reserved</p> <p>(q) Reserved</p> <p>(r) (1) Registration -- means a procedure set up by state law to adopt a judgment of a foreign jurisdiction as if it were from a California court. This procedure is used to enforce the foreign judgment in California.</p> <p>(2) Responding State -- means a state receiving and acting on an interstate child support case.</p> <p>(s) (1) Spousal Support -- means a legally enforceable obligation assessed against an individual for the support of a spouse or former spouse who is living with a child or children for whom the individual also owes support.</p> <p>(t) (1) Temporary Assistance for Needy Families (TANF) -- means the federal aid program which replaces the Aid to Families with Dependent Children (AFDC). The California aid program is California Work Opportunity and Responsibility to Kids (CalWORKs). The federal income tax refund and administrative offset programs require states to submit files as TANF or non-TANF.</p> <p>(2) Title II of the Social Security Act (Sections 202, 205, 216, 221, 222, 223, and 1102) - - means that portion of federal law establishing and prescribing the Old Age, Survivors, and Disability Insurance Benefits Program.</p> <p>(3) Title IV-D or IV-D -- of the Social Security Act (Sections 451, 452, 453, 454, 457, and 460) means that portion of the federal law establishing and prescribing the Child Support Enforcement Program.</p>	
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<b>12-701</b>	<b>DEFINITIONS</b> (Continued)	<b>12-701</b>
	<p>(4) Title XVI of the Social Security Act (Sections 202, 205, 216, 222, 223, 225, and 1102) -- means that portion of federal law establishing and prescribing the Supplemental Security Income for the Aged, Blind, and Disabled Program.</p> <p>(u) (1) Uniform Interstate Family Support Act (UIFSA) -- means a uniform law that permits establishment and enforcement of support orders when the child lives in one jurisdiction and the noncustodial parent lives in another.</p> <p>(v) Reserved</p> <p>(w) Reserved</p> <p>(x) Reserved</p> <p>(y) Reserved</p> <p>(z) Reserved</p> <p>NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193) Sections 103 [42 U.S.C. 401(a)] and 321 [42 U.S.C. 666]; Section 17400, Family Code; Section 4900 et seq., Family Code; Office of Child Support Enforcement Action Transmittal 98-17, Sections I. and II.; and 20 CFR 404.1505.</p>	
<b>12-702</b>	<b>GENERAL REQUIREMENTS</b>	<b>12-702</b>
	<p>.1 Each local child support agency shall submit to DCSS all eligible cases as prescribed in Manual of Policies and Procedures Sections 12-703 and 12-704.</p> <p>.2 The local child support agency shall conduct ongoing reviews to determine which cases require a social security number to qualify for tax refund intercept.</p> <p>.3 When necessary for submission, the local child support agency shall obtain the obligor's social security number within 180 days from the date the case is identified as being deficient. Whenever a local child support agency has exhausted all available resources and the social security number is still unavailable, the local child support agency shall document all actions taken in the case file.</p> <p>NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193); Office of Child Support Enforcement Action Transmittal 98-17, Section I.B.; and Section 17400, Family Code.</p>	
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**12-703 FTB ELIGIBILITY REQUIREMENTS****12-703**

- .1 Eligible cases shall meet the following minimum requirements:
- .11 The case shall contain a child support order established by a court of competent jurisdiction. Orders originating outside California must be registered by the submitting local child support agency.
- .12 Title IV-D assistance and non-assistance cases are eligible.
- .121 Assistance cases shall include an assignment of support rights.

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- .122 Non-assistance Title IV-D cases do not require an assignment of rights; however, the local child support agency will obtain a copy of the payment record and/or an affidavit signed by the custodial parent attesting to the amount of support owed.
- .13 Counties can submit less than the minimum criteria (FTB - \$100). The DCSS Integrated Data Base (IDB) system will consolidate all counties' arrearages and if the combined arrearages meet the minimum criteria for submission, DCSS will include the case for submission.

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- .14 The arrearage shall include all monies owed to the certifying local child support agency, overdue child support, and any other related costs included in the court order.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193); 45 CFR 303.102; Section 708.730, Code of Civil Procedure; Section 12419.5, Government Code; and Section 17400, Family Code.

<b>12-704</b>	<b>FMS ELIGIBILITY REQUIREMENTS</b>	<b>12-704</b>
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- .1 Eligibility for FMS intercept shall meet the following requirements:
- .11 The Title IV-D agency shall have an assignment of support right as established in Section 402(a)(26) of the Social Security Act.
    - .111 A case shall contain a delinquent amount of child support established by a court of competent jurisdiction or an administrative process.
    - .112 The county is responsible for enforcing the child support obligation.
    - .113 Title IV-D assistance and non-assistance cases are eligible.
    - .114 Interest charges may be included in the amount certified for offset by the FMS.
  - .12 Both assistance and non-assistance cases shall be submitted to the FMS and all assistance cases shall include an assignment of support rights.

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- .13 Counties can submit less than the minimum criteria (FMS TANF - \$150, FMS non-TANF - \$500). The DCSS Integrated Data Base (IDB) system will consolidate all counties' arrearages and if the combined arrearages meet the minimum criteria for submission, DCSS will include the case for submission.

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<b>12-704</b>	<b>IRS ELIGIBILITY REQUIREMENTS (Continued)</b>	<b>12-704</b>
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- .14 Title IV-D assistance case eligible requirements:
  - .141 In assistance cases spousal support can be included into the amount submitted only when a single order exists for both spousal and child support.
- .15 Title IV-D non-assistance case eligible requirements:
  - .151 The support obligation amount due is owed to a minor or a person acting on his/her behalf.
  - .152 The county shall review its records to determine if a non-assistance case in arrears also has an assistance case with arrearage.
  - .153 Spousal support is eligible for certification if it is included in the child support order.
- .16 If the submitting county cannot verify the amount owed using a copy of the payment records, the custodial parent shall sign an affidavit attesting to the amount of the child support arrears.
- .17 The Title IV-D agency shall retain a copy of all pertinent child support orders. In non-assistance cases the county shall obtain the custodial parent's current address.
- .18 Before submitting essential case information, the name and social security number of the noncustodial (NCP) parent and arrears owed shall be verified as correct by the local child support agency.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193) Section 103 [42 U.S.C. 401(a)]; Section 17400, Family Code; and Office of Child Support Enforcement Action Transmittal 98-17, Section II.B.

<b>12-705</b>	<b>BANKRUPTCY</b>	<b>12-705</b>
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- .1 A county may not certify a case in which the noncustodial parent or his or her spouse has filed for bankruptcy under Chapters VII, XI, XII, or XIII of Title 11 of the United States Code unless the automatic stay under 11 U.S.C. 362(h) of the Bankruptcy Code has been lifted or is no longer in effect and the obligation was not discharged by the bankruptcy proceeding.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193) Section 321 [42 U.S.C. 666]; Office of Child Support Enforcement Action Transmittal 98-17, Section II.D.

<b>12-706</b>	<b>INTERSTATE SUBMISSIONS</b>	<b>12-706</b>
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**HANDBOOK BEGINS HERE**

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- .1 The FMS Tax Refund Intercept Program is a federal enforcement program; therefore, registration of another state's court order in a California court is not required prior to submission to FMS.

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**HANDBOOK ENDS HERE**

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- .2 The county in which the aid assignment or non-assistance application for Title IV-D services has been filed must submit the past-due support for federal tax refund or administrative offset.
- .3 If a county submits a case for federal income tax refund or administrative offset on the basis of another state's child support order, the submitting county shall comply with the other state's laws regarding offsets.
- .4 When determining the arrears amount for certification, the submitting jurisdiction shall provide the current arrearage at the time of certification.
- .41 Multiple Orders
- .411 If there are multiple orders in the case being certified and a tribunal has entered a Controlling Order determination under UIFSA, the amount of the arrears determined pursuant to the UIFSA registration action is binding upon all other jurisdictions.
- .412 A jurisdiction that issued one of the multiple orders used in the Controlling Order determination may certify the arrears owed under their order as determined by the tribunal issuing the Controlling Order determination.
- .5 If an intercept is received, the submitting jurisdiction shall notify the other jurisdiction of the collection.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193) Section 103 [42 U.S.C. 401(a)]; Section 17400, Family Code; and Office of Child Support Enforcement Action Transmittal 98-17, Sections I. and II.E.

12-707	CERTIFICATION	12-707
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- .1 Local child support agency shall ensure that requests for tax refund, lottery, and administrative intercepts are submitted properly and contain correct information identifying the NCP and the amount of delinquency.
- .2 Local child support agency shall complete and sign a statement certifying under the penalty of perjury the accuracy of the information submitted.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193); 45 CFR 303.102; Section 708.730, Code of Civil Procedure; Section 12419.5, Government Code; Section 17400, Family Code; and Office of Child Support Enforcement Action Transmittal 98-17, Section I.A.

<b>12-708</b>	<b>SUBMISSION CRITERIA FOR FC CASES AND STATE-ONLY AIDED CASES</b>	<b>12-708</b>
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- .1 Foster Care (FC) cases shall meet the following submission requirements:
  - .11 Federal FC cases with arrearages will be submitted as TANF FMS Tax Refund Intercept Program cases.
  - .12 State-only and county-only FC cases with arrearages shall only be submitted as non-TANF FMS Tax Refund Intercept Program cases.
  - .13 Assigned arrearages accrued before going on aid shall be included into the FC arrearage certification.
  - .14 For cases which go on and off aid, all arrearages shall be assigned through the last month aid is collected.
- .2 Non-Federal aid category cases shall be submitted as non-TANF FMS Tax Refund Intercept Program cases.
- .3 Federal Aid Category cases shall be submitted as TANF FMS Tax Refund Intercept Program cases.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193) Section 103 [42 U.S.C. 401(a)]; Office of Child Support Enforcement Action Transmittal 98-17, Section I.B.; and Section 17400, Family Code.

<b>12-709</b>	<b>INTERCEPT WARNING NOTICE TO NONCUSTODIAL PARENTS (NCPs)</b>	<b>12-709</b>
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**HANDBOOK BEGINS HERE**

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- .1 NCPs will be notified by DCSS prior to intercept that his/her name will be referred for FTB and/or FMS tax interception.
  - .11 The Child Support Warning Notice (DPS 236) will contain, at a minimum, the following information:
    - .111 Amount certified by the local child support agency at notice issuance.
    - .112 The name, address, and phone number of the county submitting the individual to be intercepted.
    - .113 The NCP's right to contest the referral and request an administrative review within 30 days from the date of notice (see Section 12-712 for complaint procedure).

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**HANDBOOK CONTINUES**

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12-709	INTERCEPT WARNING NOTICE TO ABSENT PARENTS (Continued)	12-709
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**HANDBOOK CONTINUES**

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- .114 Possible reasons for disagreeing with the action such as no support judgment has been entered against the NCP, the support amount(s) shown as past due is incorrect, or the automatic stay under 11 U.S.C. 362(h) of the Bankruptcy Code has not been lifted or is still in effect.

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**HANDBOOK ENDS HERE**

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- .2 If DCSS does not have an address for a submission, the notice will be sent to the submitting local child support agency for addressing and mailing.
- .21 If a local child support agency does not have any address information for an NCP, the local child support agency shall delete the NCP's name from the intercept submission list.
- .3 In cases in which the intercept warning notices are returned as undeliverable by the post office, the local child support agency shall attempt to identify a more current address.
- .31 If a more current address is not available, the notice and envelope shall be placed in the case file and the file annotated to document the attempt to mail.
- .32 Notices that are undeliverable due to clerical or typographical errors shall be corrected and mailed by the local child support agency.
- .33 Cases in which all attempts to notify the NCP have been made, but are unsuccessful shall not be deleted from the intercept process.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193); 45 CFR 303.72 and 303.102; Section 708.730, Code of civil Procedure; Section 17400, Family Code; and Office of Child Support Enforcement Action Transmittal 98-17, Sections I. and III.A.

12-710	UPDATES	12-710
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- .1 Local child support agencies shall update individual case arrearage amounts and submit the updates to DCSS at least monthly when the certified arrearage amount has changed.
- .2 Updates shall be submitted in the manner prescribed by DCSS.
- .3 Repealed by Manual Letter No. CS-99-04, effective 11/24/99.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193); 45 CFR 303.72 and 303.102; Section 708.730, Code of Civil Procedure; Section 17400, Family Code; and Office of Child Support Enforcement Action Transmittal 98-17, Section IV.A.



<b>12-711</b>	<b>ALLOCATION OF INTERCEPT COLLECTIONS</b>	<b>12-711</b>
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- .1 Intercepted refunds are forwarded to the local child support agency by DCSS.

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- .2 Intercepted FMS tax and administrative intercept, FTB tax intercept, and lottery intercept collections must be distributed in accordance with the distribution regulations set forth in Sections 12-415 and 12-420.
- .3 If the amount collected and forwarded to a local child support agency exceeds the current certified arrearage, that local child support agency shall research the statewide master file for additional certified arrearages in other counties.
- .31 If an additional certified arrearage exists in another county, the county shall:
- .311 Confirm the obligation,
- .312 Notify the NCP, and
- .313 Transfer the money to the other county(ies).
- .32 Repealed by CDSS Manual Letter No. CS-99-04, effective 11/24/99.

NOTE: Authority cited: Sections 17302, 17310, 17312, 17-316, 17400, 17402, and 17406, Family Code. Reference: Section 11477, Welfare and Institutions Code; Section 17416, Family Code; Section 695.221, Code of Civil Procedure; Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193), Section 457(a)(2)(B)(iv) [(42 U.S.C. 657(a)(2)(B)(iv))]; and Office of Child Support Enforcement Action Transmittal 97-17, Sections V(a), (b), (c), and (d); and 98-17, Sections I.B. and II.A.2.

12-712	ADMINISTRATIVE REVIEW PROCEDURES	12-712
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Repealed by regulation package R-1-01E, effective 7/24/02.

12-713	INSTRUCTIONS FOR RETURNING EXCESS INTERCEPTS	12-713
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- .1 Before returning offset money, the statewide FTB/FMS master file shall be checked to assure the taxpayer appears on the list and to identify any obligation in another county.
  - .11 If the taxpayer is not listed, the county shall contact the DCSS Systems Unit. If the taxpayer is listed for another county(ies), the county shall contact the other county(ies) regarding intercept transfer arrangements.
    - .111 The county shall send the taxpayer a letter advising him/her of the transfer.

<b>12-713</b>	<b>INSTRUCTIONS FOR RETURNING EXCESS INTERCEPTS (Continued)</b>	<b>12-713</b>
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- .2 If there are no additional certified or uncertified arrearages in other counties, local child support agencies shall refund excess monies intercepted to the NCP within 15 working days from the day the county receives the appropriate collection report/file, regardless of whether or not the local child support agency has received the intercepted funds.
- .3 When excess intercepted monies which are refunded to the taxpayer by a local child support agency are returned by the post office as undeliverable, the county shall:
  - .31 Research available county records for another address, using FTB/FMS address information whenever possible, and remail the refund if another address is available.
  - .32 Retain and not return the undeliverable monies to FTB, Lottery, or FMS.
  - .33 Deposit the over offset money into a special fund if a better address is not available.
  - .34 Hold monies for at least three years before disposition from the special fund.
- .4 All monies returned to the taxpayer shall be paid in accordance with the name(s) of the offset notice.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193); Section 17400, Family Code; Section 708.731, Code of Civil Procedure; and Office of Child Support Enforcement Action Transmittal 98-17, Section I.

<b>12-714</b>	<b>FMS OFFSET FEES</b>	<b>12-714</b>
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- .1 The county shall pay an offset fee for TANF and non/TANF offsets. the county's share of the offset fee shall be deducted from the county's administrative advance.
  - .11 The amount billed shall be based upon the number of offsets received each month by individual counties and the current FMS charge per offset.
  - .12 Repealed by CDSS Manual Letter No. CS-99-04, effective 11/24/99.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193) Section 103 [42 U.S.C. 401(a)]; Section 17400, Family Code; and Office of Child Support Enforcement Action Transmittal 98-17, Section I.

<b>12-715</b>	<b>SUBMISSION AUDITS</b>	<b>12-715</b>
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- .1 Ten percent (10%) of the cases submitted for offset shall be reviewed annually by the counties. If findings warrant, an additional ten percent shall be reviewed. If the problem continues to occur, the sample shall be expanded to address all submissions.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Section 17400, Family Code and 45 CFR 303.72(a)(5).

<b>12-716</b>	<b>JOINT FMS RETURNS</b>	<b>12-716</b>
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- .1 All joint FMS returns and community property complaints concerning FMS tax refund intercepts shall be referred to the local FMS office.

NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193); 45 CFR 303.72 and 303.102; Section 708.730, Code of Civil Procedure; and Section 17400, Family Code.

<b>12-717</b>	<b>NEGATIVE FMS ADJUSTMENTS</b>	<b>12-717</b>
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- .1 If a county has made a refund to the taxpayer and has notified DCSS of this, OCSE shall inform FMS which will then notify the nonobligated spouse that no adjustment will be made.
- .2 If the county has made no payment or partial payment to the taxpayer, FMS will proceed to make the appropriate refund to the nonobligated spouse and adjust the state's account. The adjustment will be passed on to the appropriate county(ies).

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NOTE: Authority cited: Sections 17302 and 17400, Family Code. Reference: Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193); Section 17400, Family Code; and Office of Child Support Enforcement Action Transmittal 98-17.

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**CHILD SUPPORT PROGRAM  
COMPLIANCE AND SANCTIONS**

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**CHAPTER 12-800 COMPLIANCE AND SANCTIONS****12-801 GENERAL****12-801**

- .1 Pursuant to the provisions of Welfare and Institutions Code Section 10605, as described in the handbook material in this chapter, and to the provisions of this chapter, the Director shall have the authority to take specified administrative and/or judicial actions if he/she believes that a county is substantially failing to comply with any provision of the Welfare and Institutions Code or any regulation pertaining to any program administered by the Department, and he/she determines that formal action may be necessary to secure compliance.

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- .2 The compliance proceedings described in this chapter are in addition to the Director's power to bring an action for writ of mandamus or such other judicial action as may insure that there is no interruption in the provision of benefits to any eligible person under the provisions of the Welfare and Institutions Code or the regulations of the Department.

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**12-802 NOTICE OF NONCOMPLIANCE****12-802**

- .1 Upon determination of the necessity for formal action to secure compliance, the Director shall provide notice of the noncompliance to the county.
  - .11 The notice shall conform to the requirements of Welfare and Institutions Code Section 10605.

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- .111 The following portion of Welfare and Institutions Code Section 10605 relates to noncompliance notices:

"If the director believes that a county is substantially failing to comply with any provisions of this code or any regulation pertaining to any program administered by the Department, and the director determines that formal action may be necessary to secure compliance, he or she shall inform the county welfare director and the board of supervisors of that failure. The notice to the county welfare director and board of supervisors shall be in writing and shall allow the county a specified period of time, not less than 30 days, to correct its failure to comply with the law or regulations."

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- .12 The notice shall contain the following information in addition to that specified in Section 12-802.11:
- .121 A citation of the statute or regulation with which the Director has determined the county is not in compliance.
- .122 A statement of facts which supports such determination.

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12-803	COUNTY ACTION UPON RECEIPT OF NOTICE OF NONCOMPLIANCE	12-803
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- .1 If, upon receipt of the notice, corrective action regarding the noncompliance has been taken, the county shall provide such evidence as may be requested in writing by the Director in order to establish that it has come into compliance as directed by the notice.
- .11 In making such a request, the Director shall allow the county a reasonable period of time, not less than the remainder of the period specified in the notice of noncompliance, in which to provide such evidence.
- .2 If the county chooses to provide written reasonable assurances that it will be in compliance in accordance with Welfare and Institutions Code Section 10605 it shall meet the requirements specified in Sections 12-803.211 and .221.



<b>12-803</b>	<b>NOTICE OF NONCOMPLIANCE (Continued)</b>	<b>12-803</b>
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- .21 With regard to reasonable assurances, Welfare and Institutions Code Section 10605 states, in pertinent part, that the county may within the specified time for correction, "...provide reasonable assurances in writing that it will comply within the additional time as the director may allow...".

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- .211 Such assurances shall be:
- (A) Signed by the county welfare director.
  - (B) Approved by the county board of supervisors.
- .221 If the county cannot comply within the period specified in the notice, it shall provide the Director with the following information:
- (A) The basis for such inability.
  - (B) The additional time necessary to enable compliance.
- .3 If the county fails to comply with the provisions of Sections 12-803.1 or .2, it shall be subject to the provisions of Section 12-804.

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<b>12-804</b>	<b>ACTION UPON CONTINUED NONCOMPLIANCE BY A COUNTY</b>	<b>12-804</b>
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- .1 If the provisions of Sections 12-803.1 or .2 are not met within the specified time period, the Director shall have the authority to take one or both of the following actions:
- .11 Seek injunctive relief, as specified in Welfare and Institutions Code Section 10605.

<b>12-804</b>	<b>ACTION UPON CONTINUED NONCOMPLIANCE BY A COUNTY</b>	<b>12-804</b>
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(Continued)

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- .111 On the subject of injunctive relief, Welfare and Institutions Code Section 10605 states that:

"Any county which is found to be failing in a substantial manner to comply with the law or regulations pertaining to any program administered by the department may be enjoined by any court of competent jurisdiction. The court may make orders or judgments as may be necessary to secure county compliance."

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- .12 Conduct a compliance hearing, in accordance with Welfare and Institutions Code 10605(b).
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- .121 With regard to conduct of compliance hearings, Welfare and Institutions Code Section 10605(b) states, in pertinent part, that the Director may "Order the county to appear at a hearing before the director with the State Social Services Advisory Board Committee on Welfare and Social Services to show cause why the director should not take administrative action to secure compliance. The county hearings shall be conducted pursuant to the rules and regulations of the department."

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<b>12-805</b>	<b>ORDER TO APPEAR</b>	<b>12-805</b>
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- .1 The Order to Appear shall contain information including but not limited to the following:
- .11 The hearing date, which shall be not less than 30 days after the date of the order.
- .12 The hearing location, which shall be in the city in which the principal office of the county welfare department is located, or in such other place as is designated by the Director when necessary for the convenience of the parties or their representatives.

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<b>12-805</b>	<b>ORDER TO APPEAR</b> (Continued)	<b>12-805</b>
<p>.2 A copy of the order shall be sent to the county board of supervisors.</p> <p>.3 The order shall be published in at least one newspaper of general circulation in the county.</p>		
<b>12-806</b>	<b>REQUESTS TO PARTICIPATE IN THE COMPLIANCE HEARING</b>	<b>12-806</b>
<p>.1 The county and the Department shall be considered to be parties to the hearing and need not make a specific request to participate.</p> <p>.2 The Director shall have the authority to recognize other individuals or groups as parties, if the county noncompliance to be considered has caused them injury and their interest is among those to be protected by the law or regulation in issue.</p> <p>.21 Any individual or group wishing to participate as a party shall file a petition with the Director within ten days after notice of the hearing has been published in accordance with Section 12-805.3, and shall send a copy to the county welfare director and the county board of supervisors.</p> <p>.22 The petition shall concisely state the following:</p> <p>.221 The petitioner's interest in the proceeding.</p> <p>.222 The person who will appear for the petitioner.</p> <p>.223 The issues upon which the petitioner wishes to participate.</p> <p>.224 Whether the petitioner intends to present witnesses.</p> <p>.23 The county shall be permitted to file comments with the Director regarding the petition to participate provided that such comments are submitted within five days of receipt, in accordance with Section 12-806.21, of a copy of the petition.</p> <p>.24 The Director, or the presiding officer, shall promptly determine whether each petitioner has the requisite interest in the proceedings and shall permit or deny participation accordingly.</p> <p>.241 The Director or presiding officer shall give each petitioner written notice of the decision on his or her petition at least ten days prior to the hearing.</p> <p>.242 If the petition is denied, the notice shall briefly state the grounds for denial.</p>		
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12-806 (Cont.)	CHILD SUPPORT PROGRAM COMPLIANCE AND SANCTIONS	Regulations
<b>12-806</b>	<b>REQUESTS TO PARTICIPATE IN THE COMPLIANCE HEARING</b> (Continued)	<b>12-806</b>
.25	Where petitions to participate as parties are made by individuals or groups with common interests, the Director or presiding officer shall have the authority to request all such petitioners to designate a single representative, or to recognize one or more of such petitioners to represent all such petitioners.	
<b>12-807</b>	<b>COMPLIANCE HEARING</b>	<b>12-807</b>
.1	All parties shall have the following rights during conduct of the hearing:	
.11	To appear by counsel or other authorized representative in all hearing procedures.	
.12	To make opening statements at the hearing.	
.13	To present relevant evidence on the issues at the hearing.	
.14	To present witnesses who then shall be available for cross-examination by the other parties.	
.15	To present oral and/or written arguments at the hearing.	
.2	The presiding officer at the hearing shall be the Director or his designee.	
.21	The presiding officer shall have the following duties:	
.211	To conduct a fair and equitable hearing.	
.212	To avoid delay.	
.213	To maintain order.	
.214	To make a record of the proceedings.	
.22	The presiding officer shall have the following powers:	
.221	To settle or simplify the issues in the proceeding, or to consider other matters that may aid in an expeditious disposition of the proceeding.	
.222	To administer oaths and affirmations.	
.223	To regulate the course of the proceeding and conduct of counsel therein.	
.224	To examine witnesses.	
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<b>12-807</b>	<b>COMPLIANCE HEARING (Continued)</b>	<b>12-807</b>
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- .3 The members of the State Social Services Advisory Board Committee on Welfare and Social Services shall have the following rights at any time during the proceeding:
- .31 To request that testimony be presented on any issue in dispute.
  - .32 To request that a party explain or clarify any argument, evidence, or other matter which is relevant to the issues in dispute.
  - .33 To examine witnesses.
- .4 The rules of the Evidence Code shall not apply to hearings held pursuant to this chapter, with the exception that the presiding officer shall have the authority to exclude irrelevant, immaterial, or unduly repetitious evidence, and shall exclude evidence which is privileged under the Evidence Code if the privilege is claimed in accordance with law.
- .41 All documents and other evidence offered for or taken for the record shall be open to examination by the parties.
  - .42 Opportunity shall be given to refute facts and arguments advanced on either side of the issues.
- .5 If the department and the county agree to stipulations of fact, such stipulations shall be made part of the record.
- .6 Oral testimony by witnesses at the hearing shall be given under oath or affirmation.
- .7 The issues considered at the hearing shall be limited to those issues of which the county was notified pursuant to Section 12-802.1, unless both the Department and the county agree to consideration of a new issue.

<b>12-808</b>	<b>DIRECTOR'S FINDINGS AND DECISION, AND SANCTIONS</b>	<b>12-808</b>
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- .1 No later than 30 days following the hearing, the Director shall render in writing his/her findings and decision on the county noncompliance issues.

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**12-808 DIRECTOR'S FINDINGS AND DECISION, AND SANCTIONS (Continued) 12-808**

- .2 The Director's written decision shall contain information including but not limited to the following:
- .21 Whether the county has been found to be in compliance, or to be in noncompliance as cited.
- .22 If the county has been found in noncompliance, whether a sanction is to be invoked, and relevant information regarding the sanction.
- .221 If the Director finds that the original citation of noncompliance is valid, he/she shall have the authority to decide that one of the sanctions specified in Welfare and Institutions Code Section 10605 shall be invoked.

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- (a) Regarding sanctions, Welfare and Institutions Code Section 10605 states, in pertinent part:

"If the director determines, based on the record established at the hearing and the advice of the State Social Services Advisory Board Committee on Welfare and Social Services, that the county is failing to comply with the provisions of this code or the regulations of the department, ...the director may invoke either of the following sanctions:

"(1) Withhold all or part of state and federal funds from the county until the county demonstrates to the director that it has complied.

"(2) Assume, temporarily, direct responsibility for the administration of all or part of any or all programs administered by the department in the county until the time as the county provides reasonable assurances to the director of its intention and ability to comply. During the period of direct state administrative responsibility, the director or his or her authorized representative shall have all of the powers and responsibilities of the county director, except that he or she shall not be subject to the authority of the board of supervisors."

- (b) It should be further noted that this section requires the county to provide sufficient funds for the continued operation of all programs administered by the Department.

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12-808	DIRECTOR'S FINDINGS AND DECISION, AND SANCTIONS (Continued)	12-808
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- .23 Reference to the county's right to judicial review of the Director's decision, as specified in Welfare and Institutions Code Section 10605 shall be invoked.

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- .231 This code section allows the county to seek judicial review of the Director's decision under Code of Civil Procedure Section 1094.5. This method of review is the exclusive remedy available to review the Director's decision.

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- .3 Copies of the decision shall be sent to the following:
- .31 The county welfare director.
  - .32 The county board of supervisors.
  - .33 Other parties to the hearing, if any.



**CHILD SUPPORT PROGRAM  
COMPLIANCE WITH STATE PLAN**

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**CHAPTER 12-900 COMPLIANCE WITH STATE PLAN FOR DETERMINING  
PATERNITY, SECURING CHILD SUPPORT, AND ENFORCING  
SPOUSAL SUPPORT ORDERS**

**12-901 SCOPE 12-901**

This chapter governs the procedure that shall be followed when the Director determines pursuant to Welfare and Institutions Code Section 11475.2 that a public agency, as defined in Section 12-902, is failing to comply with the provisions of the State Plan relating to determining paternity, securing child support, and enforcing existing spousal support orders when enforced in conjunction with a child support obligation. All compliance matters relating to determining paternity, child support, and enforcing spousal support orders shall be subject to the provisions of this chapter rather than the provisions of Chapter 12-800.

**12-902 DEFINITION 12-902**

A public agency for the purposes of this chapter is the county district attorney who is required by law, by delegation of the Department, or by cooperative agreement to perform functions relating to the State Plan for determining paternity, securing child support and enforcing spousal support orders when enforced in conjunction with the child support obligation.

**12-903 VOLUNTARY CORRECTIVE PROCEDURES 12-903**

When the Director becomes aware of a potential compliance problem under the State Plan for determining paternity, securing child support, and enforcing spousal support, the Director shall initially proceed as follows:

- .1 Where the potential for a compliance problem may exist in a county welfare department, the Director shall contact the county director regarding the potential problem to determine the extent of the problem and what steps the county is taking to avoid or correct it. If there is reasonable cause to believe that a potential compliance problem may exist, the Director shall assign Department staff to work with the county director to achieve a voluntary correction of the potential problem.
- .11 If the potential compliance problem relates to county functions carried out under a plan of cooperation with the county district attorney's office, the Director shall also contact the district attorney and request his/her assistance in correcting the problem.

<b>12-903</b>	<b>VOLUNTARY CORRECTIVE PROCEDURES (Continued)</b>	<b>12-903</b>
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- .2 Where the potential for a compliance problem may exist in regard to State Plan functions carried out by a district attorney's office pursuant to a plan of cooperation, the Director may contact the district attorney to determine the extent of the problem, if any. If there is reasonable cause to believe that a potential compliance problem may exist, the Director shall contact the Attorney General's Office in working with the district attorney to achieve a voluntary correction of the potential compliance problem.

<b>12-904</b>	<b>NOTICE OF INTENT TO ENFORCE COMPLIANCE</b>	<b>12-904</b>
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- .1 If the procedures described in Section 12-903 do not result in a voluntary correction of a compliance problem and the Director thereafter finds that the public agency is failing in a substantial manner to comply with any provision of the State Plan for determining paternity, securing child support, and enforcing spousal support, and that sanctions are necessary to secure compliance, the Director shall put such agency on written notice to that effect.
- .2 The notice shall contain:
- .21 A reference to each provision of the State Plan with which the Director considers the public agency to be failing to comply;
- .22 A brief explanation of the Director's reasons for believing that such noncompliance exists;
- .23 A statement regarding which of the sanctions provided in Section 12-906 the Director intends to invoke; and
- .24 The date for which the compliance conference provided for in Section 12-905 is scheduled.
- .3 The notice shall be sent to the public agency at least 30 days before the date of the compliance conference.
- .31 When the notice of intent to enforce compliance is sent to a county welfare department, copies of the notice shall be sent to the county district attorney and the county board of supervisors.
- .32 When the notice of intent to enforce compliance is sent to a district attorney, copies of the notice shall be sent to the Attorney General, the county welfare department and the county board of supervisors.

<b>12-905</b>	<b>COMPLIANCE CONFERENCE</b>	<b>12-905</b>
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- .1 Any of the persons or agencies who received a copy of the notice of intent to enforce compliance pursuant to Section 12-904.3 may attend the compliance conference.
  - .11 If the compliance conference involves State Plan functions carried out by a district attorney, the Director shall request the Office of the Attorney General to send a representative to the compliance conference.
  - .12 If a district attorney who wishes to attend the compliance conference pursuant to the provisions of Section 12-905.1 requests that a representative from the Office of the Attorney General be present, the Director shall request the Office of the Attorney General to send a representative to the conference.
- .2 At the compliance conference, the public agency may:
  - .21 Present evidence of full compliance; or
  - .22 Present a plan for achieving compliance in an expeditious manner.
- .3 If, at the compliance conference, the public agency makes a showing to the Director of full compliance or sets forth a compliance plan which the Director finds to be satisfactory, the Director shall rescind the notice of intent to enforce compliance.
- .4 If, at the compliance conference, the public agency fails to establish that it is in compliance, or fails to present a satisfactory plan for noncompliance, the Director may proceed to invoke the proposed sanction(s) after notifying the public agency of his/her decision pursuant to Section 12-905.5.
- .5 The Director shall notify the public agency of his/her decision within ten days of the conference.
  - .51 If the public agency is a district attorney's office, the Director shall consult with the Office of the Attorney General before making his/her final decision.
- .6 If the public agency chooses not to attend the scheduled compliance conference, the Director may proceed to invoke the proposed sanction(s) after the date of the compliance conference has passed.

12-906	CHILD SUPPORT PROGRAM COMPLIANCE WITH STATE PLAN	Regulations
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## 12-906 SANCTIONS

12-906

The Director may, at any time after giving the public agency notice in accordance with Section 12-904 and subject to the provisions of Section 12-905, invoke either or both of the following sanctions:

- .1 The Director may withhold part or all of state and federal funds, including incentive funds, from the public agency until the public agency makes a showing to the Director of full compliance; or
- .2 The Director may notify the Attorney General that there has been a failure to comply with the State Plan. The Attorney General shall then take appropriate action to secure compliance.
- .21 The Director shall, upon request, cooperate with the Attorney General in developing and carrying out any compliance action which the Attorney General deems appropriate to compel compliance.

## 12-907 COMPLIANCE WITH MERIT SYSTEM REQUIREMENTS

12-907

- .1 If the State Personnel Board certifies to the Director that a public agency which is subject to merit system standards is not in conformity with applicable merit system standards under Part 2.5 (commencing with Section 19800) of Division 5 of Title 2 of the Government Code, the notice and conference provisions of this chapter shall not apply.
- .2 Upon receipt of a certification from the State Personnel Board, the Director may immediately proceed to invoke either or both of the sanctions provided in Section 12-906.

## 12-908 RESPONSIBILITY FOR FUNDING

12-908

Nothing in this chapter shall be construed as relieving the board of supervisors of the responsibility to provide funds necessary for the continued operation of the State Plan as required by law.

**CHILD SUPPORT PROGRAM  
TITLE IV-D COMPLAINT RESOLUTION PROCEDURES**

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